ET HANDBOOK NO. 400
BENEFITS QUALITY CONTROL ADP USER GUIDE

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Chapter I

INTRODUCTION

Welcome to the world of automation! This guide is both an
introduction to the required Benefits Quality Control (BQC)
automated system and a reference source for continuing use.

Purpose.   A significant part of any evaluation program is the
collection and processing of data. The Unemployment Insurance
Service (UIS) staff developed a sophisticated automated system
using microcomputers. This guide provides instructions for
operating this system.

> The guide provides a detailed description of the menu-driven
> system designed specifically for Benefits Quality Control.
> It covers each operation of the system that QC staff use
> regularly. It does not attempt a detailed description of
> the **UNIX** operating system nor the commercial software
> packages available with the system. For help in these
> areas, use the manuals created by the vendors of these
> commercial software packages.

> This guide is for users with little or no automated data
> processing (ADP) experience. The remainder of this chapter
> discusses automated processing in a broad, general manner,
> including commonly used terminology and definitions.

Hardware. Hardware is the physical equipment that operates the
system, such as the **central processing unit** (cpu), terminal,
modem and printer. The cpu inside the computer receives data
from information entered from the keyboard, another input devise
or program. The **terminal** is the screen (monitor) and the
keyboard. More than one terminal can use a single cpu. There
are two ways to join the terminal with the cpu. One way is
directly (hard-wired) through electrical cables. The other way
uses a **modem** that sends the signals from the keyboard over a
telephone line to the cpu. The **printer** produces a paper or hard
copy of information contained in the computer.

> A **disk** is a flat circular plate with a magnetic surface
> where data and programs reside. The **hard disk** is a

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permanent, internal part of the computer. A **floppy disk**, also called a **diskette**, is portable and stores copies of the software or other information produced by the computer. **Magnetic tape** is like a floppy disk but stores much more information. The BQC computer system currently uses only magnetic tape; specifically either 9 track tape or 8 mm cartridge (exobyte). A tape (or a floppy disk) can transfer its contents to other machines, archive old data, or restore information accidentally removed from the hard disk.

Software.   Software is the collection of **programs** (step-by-step instructions) written in a language that the computer understands and can execute. Some programs do a particular task that the user initiates. Other programs work without the user's knowledge to internally control the computer's operation.

A **menu** is a list of options appearing on the monitor. It maybe a list of programs or commands. Chapter two of this handbook describes different types of menus used in the BQC system. A menu-driven system allows you to execute complicated tasks without knowing technical computer language and commands.

Everyone using the system has an account with a unique login name. Anyone using an account may access the files and functions granted that specific account. For example, usually investigators can only update cases assigned to themselves. The computer identifies those cases from the login. This is why it is important to keep your password private. It helps to ensure that only you access the records and data assigned to your account.

Data are an aggregate collection of information stored in the system. Data reside in **files**. The **file structure** is a logical way of storing data. Understanding this structure helps you to find the data you need and to create new databases.

Files reside in **directories**. A **directory** is a hierarchical way of grouping data and programs contained on the system. The BQC software contains a standardized directory structure for each account.

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Another piece of the software is the **database system**. A database system is a collection of data stored on the system in a logical and consistant manner. A database is the basic UNIX product that supports the implementation of multiple applications using a common database. Also, the database system allows the computer to store data efficiently and yet allow easy retrieval.

INFORMIX. This commercial software product created the BQC software you are using. INFORMIX-SQL is the database management component of the package. It has useful programs or modules that do the data management task. It organizes, stores, and retrieves data. INFORMIX-4GL is a fourth-generation language designed specifically for database applications. Fourth-generation languages are less complex than general purpose languages like COBOL or C, and more closely approximate natural language. Once you become familiar with the User Guide received with the INFORMIX package, you can begin to create useful programs and reports yourself.

INFORMIX Database. An INFORMIX database has tables, rows, columns, screen forms, reports, and files. A **table** organizes data into rows and columns. A **row** is a record in the table containing all the data fields. A **column** contains the data of a specific field for each record. A **screen form** enters data into the system from the keyboard. Create a screen form by selecting a table name. Then compile it to the newly generated form name. A **report** allows you to arrange and format database information. You can then direct the resulting output to the monitor, to a printer, or to a file. A database **file** is a collection of records or rows.

For example, you may decide to make a database for information relating to distances traveled during an investigation. You decide the information contained in the table should be: login id, distance, case1, case2, case3, case4, action1, action2, action3, and action4. This information for each login id is a row. The individual items, such as login id, etc. are column or field names. Several rows make a table, and several related tables make a

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database.

Files do not always contain data. They may contain text, such as a Word Processing file (a letter) or instructions for the computer to follow (a program). In using the system, you may create and name files. Remember to create a unique name for each file so that the computer will know where to find the information stored in them.

Relational Database. A **relational database** has two or more tables that share a common column-name that joins the tables together in a single database. This allows the user to create relationships across tables when querying a database. The user can look at data stored in several tables as if it were a single table.

To create a relational database, the user must first create a database and then several tables. All the tables should have a common column to link the tables together. Link tables by naming one column in each table the same. A **join field** is a single field that represents data from columns in different tables. All the tables must belong to the same database.

The **Master-Detail Relationship** is a relationship between two tables represented on a screen form. A master-detail relationship simplifies queries that involve data from several tables. In a master-detail relationship, one table is the master table, and the other is a detail table. Several master-detail relationships can be defined for the same form. A table may have several detail tables but only one master table.

Downloading. When downloading data from the State's mainframe into an Informix database, the data files need field separators, such as a pipe sign (vertical bar symbol). This symbol also serves as a default delimiter. The user creates a command file specifing the actions to carry out. **DBLOAD** is a utility that provides a method of transferring databases created by other database management systems. **DBNAME** is the name of the database receiving the information. The errlog stores error-logging information into the errlog file. The dbload command is:

        dbload -d dbname -c comfile -l errlog

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Chapter II
The LOGIN and MENU SYSTEM

Introduction. This chapter explains how to access the Benefits
Quality Control software. It explains how to log on the system
and how to execute the programs of the software from the various
menus.

Login.   Once the software is loaded and the terminal is ready
for use, the following prompt should appear on the screen:

                    Login:

   A prompt is the computer's way of asking the user to enter
   information by typing on the keyboard. The System
   Administrator in each agency provides each user with a login
   name. This name also is known as the user name or the
   account name. Type your login name when the *Login* prompt
   appears, and then press the **Return** key.

   Another prompt appears asking for the password. The
   password should be known to you alone to ensure that others
   cannot use your account. You decide the password. Check
   with your System Administrator to learn how to set and
   change your password. The password should be changed
   frequently and should not be a common dictionary word.
   Ideally, it should incorporate Capital letters and numbers
   in unusual positions in the word. This deters hackers from
   successfully breaking your password. As only the first
   eight letters are "read" by the computer, additional
   characters will be ignored. Enter the password and press
   Return as you did at the Login prompt. This time the
   letters entered from the keyboard do not appear on the
   screen.

   If you made a mistake entering either the Login name or the
   password, the Login prompt appears again. Reenter your
   Login and password until a new screen appears. If no new
   screen appears after a couple of tries, ask your System
   Administrator for help. The screen that appears after a
   successful login may contain messages from your System
   Administrator or it may be the Main Menu.

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Login and Menu System

Message Screen.   The System Administrator's message screen could look something like this:

```
SunOS Release 4.1.1 (UIS1A) #3: Tue Dec 16:26:38 EDT 1992
==================================================================

 *   DO NOT OPEN OR SERVICE THE SYSTEM PRINTERS!!!
     User damage is not covered under the
     maintenance contract.


 *   UIDB data questions?  -  Roggee Shub
 *   Informix questions?  -  Canny Nagaer


 *   Please keep your directories cleaned up!!!


 *   Change your password frequently using the passwd command.

 ================================================================

  FOR ASSISTANCE, CONTACT Art Monk(thelonius), Gary Clark(gc),
                    or Ricky Sanders(posse)
==================================================================
```

Vertical Menu.   After a successful Login, the UIS main menu
appears on the terminal screen.

```
** m_0 **
                         UIS MAIN MENU

---------------------------------------------------------------

           1     (D)esk Management

           2     (U)I Required Reports

           3     (B)enefits Quality Control Rel. 4.1

           4     UI Release (N)otes

           5     (T)utorials

           6     E(x)it from UI Menu

---------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN,or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help            <Ctrl-c> Cancel            <Ctrl-x> Logout
```

This type of menu is a vertical menu. These menus lead you
to the particular software program that you want to run.
You pick an item from the menu by moving the cursor. There
are two ways to move the cursor one menu item at a time.
Press either the up and down arrow keys, or press the space
bar. Once the cursor is on the selection that you want,
press the **Return** key. You can skip items by pressing the
item number or the letter in parentheses of the option you
want. Do not use **Return** if you use the number/letter method
as the next screen appears without it.

Now look at the top left corner of the main menu. There you
see the screen id. This is also the "path" name on vertical
menus. Each menu has a unique path name. Experienced users

can avoid the subsequent menus and go directly to the
program they wish to run if they know the correct path name.
The screen id also is important because it identifies where
you are in the system at any given time. This is good to
know when discussing the system with others, especially the
Hotline staff. They can more easily resolve problems that
occur if they know what screen you were on when things went
wrong. A list of the vertical menu paths appears Appendix A
of this guide.

Note also the bottom line. This shows you additional
commands that are available. The command line shows help is
available if you press **Ctrl-w**. This may be the most
important feature of the BQC software for you to learn. The
notation **Ctrl-w** means that you should press the key marked
"Ctrl" while you press the letter "w". It is like using the
shift key on a manual typewriter. When you use the **Ctrl-w,**
a new screen will appear with additional information about
the item at the cursor. It also is available for most
prompts. Try **Ctrl-w** even if there is no specific notation
on the screen. Most times "Help" will appear on the
monitor.

Continue making selections from the vertical menus until you
reach the program you want to run.

Once you arrive at the program you want to run, different
screens or menus appear depending on the program.

Prompt Screen.   Prompt screens, although they may look like vertical menus, require you to make a response to a specific prompt. Simple prompt screens may ask you to affirm or deny a statement (y/n). This means you should enter **y** for yes, or **n** for no with regard to the prompt. A colon (:) always follows a prompt with the cursor positioned to accept your entry. Another prompt may ask you to enter the batch range for a report. The following prompt screen looks somewhat like a vertical menu.

```
 b_cr2
 -----------------------------------------------------------
                     Case Review Report
 -----------------------------------------------------------


                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report

              Select an option:


 <Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

 Default value is "View report".
```

This screen allows you to choose where to direct a report. You press either the number or letter in bold of your choice. You can repeatedly make selections from this screen. When done, the way to exit this screen is by pressing **Ctrl-g** or **Ctrl-c**.

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Login and Menu System

Ring Menu.   Another commonly encountered screen is a Ring
Menu. The following example appears when you select Query Staff
Table option from the Staff Table option from the Environment
Settings option of the Benefits Quality Control menu.

```
QUERY STAFF: Query  First  Next  Previous  Last  Screen  Exit
Query on staff table
-------------------------------------------------------------
 login id:          fname:                lname:
 location:                         STAFF id:        QCS id:
-------------------------------------------------------------




```

A ring menu appears most often when you wish to access a record
or several records in a database. Note the horizontal list
across the top line of the screen. Place the cursor on the item
Query and press **Return.** This moves the cursor to the items
between the dotted lines. Enter identifying information for the
record(s) you want to access and then press **Ctrl-[**. If the
program finds these records, the fields of the first record
appear below the dotted line and the cursor returns to the top
command line. This program only allows you to "read" records in
the database. **First**, **Next**, **Previous** and **Last** cause any other
records that you selected to appear. Use **Screen** to show more
fields than those shown between the dotted lines. Move the
cursor along the top one item at a time by using the **Space Bar** or
arrow keys, then press **Return**. Alternatively, enter the first
letter of the command you want to use. As with the vertical
menu, do not press **Return** when you use the letter method. When
done, move the cursor to **Exit** to return to the vertical menu that
originally called the program.

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Customizing. The designers of the BQC software tried to provide as many opportunities as possible for SESAs to customize the programs to best suit individual State operations. Some of these programs are new and some are similar to programs previously used on the PRO380 system.

States may wish to use the (S)tamp option shown on the Supervisor Case Management menu (path /0327). This option allows the State to preset any data collection item that is always coded the same because of a State law or policy. For example, States with no dependency allowance provisions in their law may wish to "Stamp" the four dependency items as "not applicable."

Validation Limits (path /0333) and Local Office Table (path /0332) appear on the Environment Settings menu.

In addition to State Option (/0335) fields that the State defines, Error Option (/0336) is a new program that appends State-defined fields to specific detected issues.

Staff Table, under Environment Settings (path /0331) has a few new features. Supervisors can identify specific programs they want individual staff members to run. Also if States have more than one supervisor, the QC manager can group staff by supervisor. Once this change occurs to the staff table, the cases from each sample can be allocated to the supervisors, who in turn can assign them to their investigators.

Hard edits identify data inconsistencies that must be satisfied before closing a case. The new system includes soft edits that identify unusual data relationships as possible coding errors. The Case Review program (path /0334) applies the soft edits, but does not prevent case closing. Supervisors decide which soft edits to use, if any, and when the program runs against the case data.

Login and Menu System

<u>Benefits Quality Control</u>.   Select the third option from the
           UIS Main Menu. A new vertical menu appears.


```
** m_03 **
                    BQC MAIN MENU - RELEASE 4.1


------------------------------------------------------------------

              1     (I)nvestigator Case Management

              2     (S)upervisor Case Management

              3     (E)nvironment Settings

              4     Statistical (A)nalysis

              5     (B)QC ADP User Guide

              6     E(x)it



------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN,or press the number preceding
the option or the letter in parantheses.
<Ctrl-w> Help                <Ctrl-c> Cancel            <Ctrl-x> Logout
```


    The following handbook chapters describe the programs
    developed specifically for Benefits Quality Control
    applications in the order of their respective positions on
    the menu.

    Investigator Case Management is covered in Chapter III:
        Section A - New Investigative Assignments,
        Section B - Update Cases,
        Section C - DCI Report, and
        Section D - Case Review Report.

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Supervisor Case Management is covered in Chapter IV:
     Section A - Case Conversion,
     Section B - Case Assignment,
     Section C - Reopen Completed Cases,
     Section D - Fast Supervisory Signoff,
     Section E - Time Lapse,
     Section F - Change Control Information, and
     Section G - Stamp.

Environment Settings is covered in Chapter V:
     Section A - Staff Table,
     Section B - Local Office Table,
     Section C - Validation Limits,
     Section D - Case Review Control,
     Section E - State Option Control,and
     Section F - Error Option Control.

Statistical Analysis is covered in Chapter VI:
     Section A - Sample Validation,
     Section B - Sample Characteristics,
     Section C - Rates Calculation, and
     Section D - Standard Reports.

On-line BQC ADP User Guide.   The BQC ADP User Guide choice on the
     menu provides a complete and up-to-date on-line version of
     the ET Handbook 400, Benefits Quality Control ADP User
     Guide. When selected it takes the user to a "pick" screen
     (see Appendix F for details regarding use of the "pick"
     utility). From the pick screen users can select one section
     of the ET Handbook 400, ADP User Guide at a time for viewing
     or printing. Once you have selected the section you wish to
     view, hit **Ctrl-[**. This will automatically load the selected
     document to WordPerfect view only mode. While viewing the
     manual section you will **NOT** be able to edit the document.
     If you are on a character based terminal (i.e. VT220, VT320)
     the document selected will be displayed in character mode
     (i.e. no graphics). Users with X-Terminal capabilities will
     be able to view the documents using X-WordPerfect and will
     be able to view the graphics on their screen. Even though
     the chapter sections can NOT be edited the user may copy the
     section and rename it for later editing. When you are
     finished viewing, exit the document and you are returned to

the "pick" screen. Either select another chapter section to
view or **Ctrl-g** to return to the menu.

Chapter III
INVESTIGATOR CASE MANAGEMENT

The Investigator Case Management option looks like this:

```
** m_031 **
                   INVESTIGATOR CASE MANAGEMENT MENU

---------------------------------------------------------------

              1     (N)ew Investigative Assignments

              2     (U)pdate Case

              3     (D)CI Report

              4     (C)ase Review Report

              5     E(x)it




---------------------------------------------------------------
To select an option:  Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel              <Ctrl-x> Logout
```

Subsections A-D of this chapter describe these menu options.

<u>New Investigative Assignments</u>. When you choose this option, the
message, "**One moment please**", flashes on the monitor. This shows
that the program is checking your authority to access this
program.

If you have **All** or **Group** access permission, screen b_nia1
appears. If you have **Individual** access this screen does not
appear as there is only one investigator's cases to report.

```
b_nia1

------------------------------------------------------------
                New Investigative Assignments
------------------------------------------------------------




            I For Sorted by Investigator ID, or
            S For Sorted by Social Security Number

            Enter Your Sorting Selection (I/S):



<Ctrl-w> Help        <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "Sorted by Investigator"
```

Choose **I** to sort the output report by Investigator ID or **S** to sort the report by Social Security Number. The program then searches the database for cases assigned or reassigned to you and your unit since the last downloaded batch. The message, "**Selecting cases, please wait . . .**", appears at the bottom of b_nia1. This shows that the program is identifying the cases and formatting the report. A message informs you when the program finds no cases. Otherwise, a summary message appears showing the number of assigned and reassigned cases. The screen looks like this.

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```
     The total number of ASSIGNED cases:    12

     The total number of RE-ASSIGNED cases:  0

     Press <RETURN> to continue:
```

After this message, the next screen, b_nia2, appears.

```
b_nia2
----------------------------------------------------------
                New Investigative Assignments
----------------------------------------------------------

                 1.   View report

                 2.   Printer (system)

                 3.   Local printer

                 4.   Save report

                 Select an option:

<Ctrl-w> Help      <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "View report"
```

Press **1**, **V**, or **v** to view the report on your monitor. Press **q**, to return to b_nia2. Enter **2**, **P**, or **p** to print on the system printer, or press **3**, **L**, or **l** to print at a local printer. Press **4**, **S**, or **s** to save the report in your home directory. The report's path name appears on the screen for a few seconds. You may continue to select options as long as screen b_nia2 remains on the monitor.

Press **Ctrl-g**, GotoMenu, to end the session and return to the Investigator Case Management Menu.

The report's format for users with **individual** access privileges looks like the following example.

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```
                                                      DATE:  12/04/92
                    NEW INVESTIGATIVE ASSIGNMENTS
---------------------------------------------------------------

ID  SSN          KW          BATCH  SEQ.NO   CASE  LO    DATE          A/R

45  470730760  09/05/1992   9238     11       0   0140  11/12/1992     A

45  214422617  10/06/1992   9238      1       0   0086  11/12/1992     A

45  579569290  09/29/1992   9238      8       0   0067  11/12/1992     A
```

The next example shows the report's format for a user with
group or **all** access privileges.

```
                                                      DATE:  12/04/92
                    NEW INVESTIGATIVE ASSIGNMENTS
---------------------------------------------------------------

ID  SSN          KW          BATCH  SEQ.NO   CASE  LO    DATE          A/R
                             QCS  GROUP:      5

5   363786687  09/29/1992   9238     23       0   1234  11/12/1992     A

40  268929912  10/03/1992   9238     13       0   2312  11/12/1992     A


                             QCS  GROUP:     75

75  376200115  10/03/1992   9238     22       0   1234  11/12/1992     A

75  380561658  09/29/1992   9238      7       0   0102  11/12/1992     A
```

/0312   **Update Cases**

Update Cases.   The first screen of this program is the Update
Cases Menu, m_0312.

```
** m_0312 **
                        UPDATE CASES MENU

-------------------------------------------------------------------

                1     Update using (K)ey Codes

                2     Update using (Q)uery

                3     Update (S)tate Options

                4     Update (E)rror Options

                5     (U)nlock Cases

                6     E(x)it
-------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel              <Ctrl-x> Logout
```

This menu provides options for updating the required data
collection instrument (DCI) items for each case and any
state option or error option data items added by the State.
Note also option 5, (U)nlock Cases. The system locks cases
to prevent two users from simultaneously updating the same
case. Normally the system unlocks the case when you exit.
But, occasionally the lock remains. If you have **Individual**
access permission to Update Cases, this option unlocks all
locked cases assigned to you. Those with **All** or **Group**
permission to Update, can **pick** the cases to unlock by
individual investigator number(s) or the entire unit.

If you want to Update using Key Codes, press **1**, **k**, or **K** from

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the regular keyboard or the numeric key pad. To Update

using Query, press **2**, **q** or **Q**. Similarly, to update a state
or error option element only, press the appropriate menu
number or letter. An alternate method is to highlight your
menu choice, and then press **Enter** or **Return**.

After you select an update option, there may be a slight
pause while the computer begins the update program. Then a
message appears to inform you that the computer is checking
your authorization to run this program. The screen returns
to the previous menu if you do not have permission to
continue. Otherwise new screens appear.

Update Using Key Codes. If you select Update Using Key Codes, the
screen b_uc1 appears.

```
b_uc1


---------------------------------------------------------------
                   Update Using Key Codes
---------------------------------------------------------------




             S to search by SSN/KEY WEEK/CASE TYPE, or
             B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

             Enter Query Type (S/B):




<Ctrl-w> Help       <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default value is "S"
```

You can choose the cases by selecting either the SSN/KW/Case
Type or the Batch/Sequence/Case Type codes.

Note the bottom of the screen. The last line informs you
that the default value is "s". A default is a preset

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response to a prompt that the program uses when you press

Enter or **Return**. In this instance, you may enter **s** or **S** or **Enter** or **Return** to select cases using Social Security Number, Key Week, and Case Type. Use **b** or **B** to select cases for updating by Batch, Sequence Number, and Case Type.

Using SSN/KW/Case Type. If you select the **s** option from screen b_uc1, screen b_uc2a appears.

```
b_uc2a
----------------------------------------------------------------------
                       Update Using Key Codes
----------------------------------------------------------------------


      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:
      SSN:                    KW:                     Case Type:

<Ctrl-w> Help   <Ctrl-b> PrvField   <Ctrl-G> GotoMenu  <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the Social Security Number
```

Enter the full Social Security Number. The cursor will advance to the Key Week item without pressing **Enter** or **Return**. Enter the Key Week in MMDDYY format followed by **Enter** or **Return**. For example, May 25, 1991 should be entered as 052591. The program converts this and displays the Key Week as 05/25/1991. Enter the case type or if the case type is 0, simply hit **Enter** or **Return**. The program catches some errors at the time of entry. It does not allow you to continue until you make the correction. For

instance, you must correct the entry if you enter the letter

o instead of the number 0. After you successfully enter the
three key codes, the program searches for the case in the
database. An error message appears at the bottom of the
screen when no case matches your entry. The cursor returns
to the first field, so you can try again.

The program also informs you when you select a previously
closed case. If you are an investigator, you may access
only open cases assigned to you. If you are a supervisor,
you can access all cases within your group or unit if data
item h9 (supervisory review completed) is null. When the
program locates the case, the cursor advances to the next
empty Social Security Number space. You may enter data to
select eleven more cases. When you complete entering the
key codes for the cases you want to update, press **Ctrl-[**.

The next screen to appear is the ring menu to update the
DCI.

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Update Cases   **/0312**

Using Batch/Sequence/Case Type. If you select the **b** option from screen
b_uc1, the screen b_uc2b appears.

```
b_uc2b
----------------------------------------------------------------- ----------
-----------------------------------------------------------------
                            Update Using Key Codes
-----------------------------------------------------------------------------


        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:
        Batch:              Sequence #:              Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the Batch Number
```

Enter the required information. Many features of updating
using SSN/KW/Case Type also apply here. Enter the four
digit Batch Number. The cursor advances to the Batch
Sequence # without pressing **Enter** or **Return**. Enter the
sequence number. If you enter 1 through 9, it must be
followed by **Enter** or **Return**. If you enter two digits, for
example 05, you do not need **Enter** or **Return**. The program
drops the leading 0 and displays 5 on the screen. Enter the
case type, or if the case type is 0, simply hit **Enter** or
Return. The program catches some errors that must be
corrected before continuing. After you enter the three key
codes successfully, the program checks to locate the case in
the database. If it cannot find the case, an error message

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appears at the bottom of the screen, and the cursor moves to
the beginning of the row. It also informs you if you

selected a closed case. If the program finds the case, the
cursor advances to the next empty Batch Week space. You may
enter eleven more cases. After you enter the data for the
cases you want to update, press **Ctrl-[** for the ring menu to
update the DCI to appear.

<u>Update Using Query</u>.   If you selected Update Using Query from the
Update Cases Menu, there will likely be a slight pause while the
computer accesses the update program. Then a message informing
you that the program is checking your access priviledges briefly
flashes upon the screen. If the program denys you access, the
screen returns to the previous menu. If you have permission to
run this program, the following screen appears.

```
b_ucqry
-----------------------------------------------------------------------
                         Update Using Query
-----------------------------------------------------------------------
          SSN:                   Key Week:

         Batch:                  Sequence #:

     Case Type:              Local Office:

Investigator:
_____

Select Criteria For The Query:
= equal to,  <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex.91*    ? wildcard ex. 8?0? range 1990:1991



Enter Social Security Number
```

Use this screen to choose the cases to update by specifying
Social Security Number, Key Week, Batch, Seq #, Case Type,
Local Office, or Investigator. Note that you can use

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"wildcards", Boolean expressions, such as greater than or
less than, or a range of data. You can use this query
option if you know only the Social Security Number but not
the Key Week. Remember if you enter only the batch, you
will get all the cases within the batch that you have
permission to access. The same is true for the Key Week.

Use the **Arrow** keys or the **Enter** or **Return** key to move the
cursor to the entry you want. Next, type the selection data.
When finished, press **Ctrl-[** for the ring menu to update the
DCI to appear.

Update Ring Menu. This is what the Update ring menu looks like. It
appears when you have successfully entered the key or query
informaton.

```
Update  :  B   C   D   ME   F   G   H   I   O   S   Next   Update   Exit
Update Screen:    Claimant Information

SSN: 315-48-0739   KW:  03/30/1991  Case Type:  0  Batch #: 9114  Seq.#: 1
```

Note that the letter B appears in reverse video. Also the

line below shows the name of that update screen, Claimant

Information. Use the **Arrow** keys to move along the top row
and notice how the name of the screen changes as the
highlighted area changes. Note also the Key Code
information that appears below these two lines. If you
highlight the word Next, the Update screen information
changes to next screen, meaning the next case. If you press
Enter or **Return**, the Key Codes change to the next case you
selected. If there is no additional case, a message will
appear at the bottom of the screen. Move the cursor and
press **Enter** or **Return**, or simply press the letter of the
screen you want to update.

Data Entry Screens. The screen looks like this if you select the B
screen.

```
Update   <Ctrl-d> ClrField     <Ctrl-n> NxtScreen     <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo         <Ctrl-f> NxtField      <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991   Case:   0   Batch: 9114  Sequence #:  1


Screen B                      Claimant Information
    Method Information Obtained                           b1:
    Citizenship                                           b2:
    Education                                             b3:
    Vocational or Technical School                        b4:
    Training Status                                       b5:
    Occupation Code - Last                                b6:
    Occupation Code - Usual                               b7:
    Normal Hourly Wage                                    b8:
    Occupational Code - Seeking                           b9:
    Lowest Acceptable Hourly Wage                         b10:
    Date of Birth                                         b11:
    Sex                                                   b12:
    Ethnic Code                                           b13:
<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter questionnaire method code.
```

The screen looks like this if you select the C screen.

```
 Update  <Ctrl-d> ClrField     <Ctrl-n> NxtScreen      <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo         <Ctrl-f> NxtField       <Ctrl-b> PrvField

 SSN: 315-48-0739  KW: 03/30/1991  Case: 0   Batch: 9114  Sequence #:  1

 Screen C              Benefit  Year  Information



      Program Code                            c1:
      Combined Wage Claim                     c2:
      Benefit Year Beginning                  c3:
      Initial Claim Filing Method             c4:
      Benefit Rights Given                    c5:
      Number of ERPs in Curr BY               c6:
      Last ERP Date                           c7:
      Prior Nondep Determinations             c8:
      Prior Nonsep Disqualifications          c9:


 <Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
 Enter program code.
```

The screen looks like this if you select the D screen.

```
Update    <Ctrl-d> ClrField      <Ctrl-n> NxtScreen      <Ctrl-p> PrvScreen
          <Ctrl-u> UnDo          <Ctrl-p> NxtField       <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991   Case: 0   Batch: 9114  Sequence #: 1

Screen D                    Separation    Information


                                 Before Investigation    After Investigation

     Reason for Separation    d1:                      d2:
     Date of Separation       d3:                      d4:
     Recall Status            d5:                      d6:

     Tax Rate - Last Employer        d7:
     Industry Code - Last Employer   d8:



<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter separation reason code (before investigation).
```

The screen looks like this if you select the ME screen.

```
Update  <Ctrl-d> ClrField     <Ctrl-n> NxtScreen      <Ctrl-p> PrvScreen
        <Ctrl-u> UnDo         <Ctrl-f> NxtField       <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991  Case: 0   Batch: 9114  Sequence #:  1

Screen E                     Monetary  Eligibility

                             Before Investigation      After Investigation
    Number of Base Period Employers   e1:                 e2:
    Base Period Wages                 e3:                 e4:
    High Quarter Wages                e5:                 e6:
    Number of Weeks Worked            e7:                 e8:
    Weekly Benefit Amount             e9:                e10:
    Maximum Benefit Amount           e11:                e12:
    Number of Dependents             e13:                e14:
    Dependents' Allowance            e15:                e16:

    Industry Code - Primary Employer        e17:
    Monetary Redetermination                e18:
    Remaining Balance                       e19:

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter number of base period employers before investigation.
```

The screen looks like this if you select the F screen.

```
Update   <Ctrl-d> ClrField    <Ctrl-n> NxtScreen     <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo         <Ctrl-f> NxtField      <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991   Case: 0   Batch: 9114  Sequence #:  1

Screen F              Benefit   Payment   Information

                                     Before Investigation   After Investigation
      KW Earnings                            f1:                  f2:
      KW Earnings Deduction                  f3:                  f4:
      Total Other Deductible Income in KW    f5:                  f6:
      Other Income Deduction Amount for KW   f7:                  f8:

      First Compensated Week Ending Date                   f9:
      Date of First Payment                                f10:
      Key Week Filing Method                               f11:
      Key Week Certification Procedure                     f12:
      Original Amount Paid and/or Offset for Key Week      f13:
<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel    <Ctrl-[> Accept
Enter total earnings for kw before investigation.
```

The screen looks like this if you select the G screen.

```
Update   <Ctrl-d> ClrField      <Ctrl-n> NxtScreen      <Ctrl-p> PrvScreen
         <Ctrl-u> UnDo          <Ctrl-f> NxtField       <Ctrl-b> PrvField

SSN: 315-48-0739  KW: 03/30/1991   Case: 0   Batch: 9114  Sequence #:  1

Screen G                    Registration / Work  Search

                     WS Requirements          g1:

   JS Req                   g2:        Act/Cur Regis          g3:
   JS Defer                 g4:        JS Refers              g5:
   Regis Priv Agency        g6:        Priv Agency Refers     g7:
   Union Status             g8:        Union Refers           g9:
   KW Contacts              g10:       Prior KW Contacts      g11:

                     Contacts Inv     g12:
                     Contacts Acc     g13:
                     Contacts Unacc   g14:
                     Contacts Unver   g15:

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel    <Ctrl-[> Accept
Enter the work search requirements code.
```

The screen looks like this if you select the H screen.

```
Update    <Ctrl-d> ClrField    <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
          <Ctrl-u> Undo        <Ctrl-f> Nxtfield     <Ctrl-b> PrvField

SSN: 315-48-0739   KW: 03/30/1991   Case: 0   Batch:  9114  Sequence #: 1


Screen H                    Error  Classification

  Key Week Action Code Flag                            h1:
  Amount That Claimant Should Have Been Paid           h2:
  Total Dollar Amount of Overpayment(s)                h3:
  Total Dollar Amount of Underpayment                  h4:
  Total Overpayment Amount for the KW                  h5:
  Total Underpayment Amount for the KW                 h6:
  Investigation Completed                              h7:
  Investigation Completion Date                        h8:
  Supervisory Review Completed                         h9:
  Supervisor Completion Date                          h10:
  Supervisor Identification                           h11:


<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel    <Ctrl-[>  Accept
Enter the key week action code flag.
```

When the code **1** is placed in item h7, Investigation
Completed, and the case is properly updated, the case is
closed to the investigator. To remand the case back to the
investigator after supervisory review, press **Ctrl-d** when the
cursor is on item h7. This erases the code and makes the
case available to the investigator once more. If the case
passes supervisory review, the proper code should appear in
item h9. Properly updated, this case is closed to further
data changes from the Update program. Any later changes to
the case data must be made from the Reopen option.

        The screen looks like this if you select the I screen.

```
Update  <Ctrl-d> ClrField    <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
        <Ctrl-u> UnDo         <Ctrl-f> NxtField     <Ctrl-b> PrvField
        <Ctrl-e> DeleteRec
SSN:  315-48-0739  KW: 03/30/1991  Case: 0   Batch: 9114   Sequence #: 1


Screen I                      Error  Issues
          Amt     KW    Error  Error   Det'n  Prior SESA Prior Empl  Action
   EII   Error  Action Cause Respon.  Point    Action     Action   Appealed
 (eidx) (ei1)  (ei2)  (ei3)  (ei4)   (ei5)     (ei6)      (ei7)      (ei8)
 _____ _____ _____ _____ _____ _____ _____ _____ _____

    1




<Ctrl-w> Help   <Ctrl-c> Cancel   <Ctrl-g> GotoMenu    <Ctrl-[> Accept
Enter total amount of error for the kw.
```

Data Entry. When you select the screen you want to update, the
cursor is on the first item of the screen. Now you can begin to
enter the data. Use **Enter** or **Return** after each entry.

        Use the top three **PF** keys of the key pad. They enter non-
        arithmetic information which allows you to continue entering
        data without moving your hand from the key pad area. **PF1**
        enters a -1 in the field to show that the data is missing or
        unavailable. Mathematical computations skip fields with -1
        codes. **PF2** enters a -2 in the field to show that the
        information does not apply. Mathematical computations omit
        fields with -2 codes. **PF3** enters the same value as that of
        a related field.

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The screen automatically advances to the next screen when
you fill the last field. Otherwise you can make the screens
advance by pressing **Ctrl-n**. Note the other control options
available. They appear at the top and bottom of the screen.

If the case lacks issues, enter **1**, **2**, or **3** for the first
element on screen H, h1 (KW Action Code Flag), and continue
as you have for the previous screens. If the case has one
or more issues, enter **9** in h1 . This will cause screen I to
appear on the monitor. Code the required eight fields. If
you want to enter another issue for this case, press **Return**
after the code for ei8. If you want to return to screen H,
press **Ctrl-p**. You can delete an issue by placing the cursor
on the issue to be deleted and pressing **Ctrl-e**. Once the
issue is deleted, you will automatically be placed in Screen
H so that fields h5 and h6 can be corrected accordingly. If
you want to add Error Option data or State Option data,
press **Ctrl-[**, and then select **O** or **S** from the ring menu.
You may then want to complete any remaining items on Screen
H. You can update the case, move on to the next case or
exit.

Hard Edit Checks. The program checks the data as you enter it to
assure the validity of the value or code used. If you enter an
invalid code, a message appears and you must correct the entry or
skip the entry altogether to advance. After completing each data
screen, the program performs a check of relational fields on that
screen. When you code that the investigation is complete by
entering **1** in data element h7, the computer makes an additional
edit check.

Case Review. A new feature of the Benefit Quality Control automated
system is the implementation of a series of "soft" edit checks.
These edits identify instances where a data element seems
inconsistent with other data items in the DCI. There are about
40 different soft edit checks available. The State may use all,
some, or none of these checks by accessing the Case Review
Control program on the Environment Settings Menu. The State also
decides who may run these edits. The report runs automatically
for an "authorized" person (as contained in the Staff Table under
Environment Settings) who codes the data in element h7
(Investigation Completed). Other users with proper authorization

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can run the report directly from the menu using path /0314. See the

    section beginning on page III-D-1 of this handbook. When
    the program has applied the Case Review checks, a menu
    appears which allows you to View, Print or Save the
    resulting report. The report shows if no inconsistencies
    were found, or identifies any questionable element codes.
    When you are done, press **Ctrl-g.** This returns you to the H
    screen when there are no inconsistencies. If there are
    questionable codes, your monitor screen asks if you want to
    disregard the message. A **No** response returns you to the H
    screen and removes the h7 (Case Completion) code. Make any
    code corrections necessary, then reenter code 1 in h7. A
    yes response indicates that despite the warning you feel the
    codes are correct, and the H screen reappears. Press **Ctrl-[**
    to return to the ring menu and **Update** the case.

Update.   When you have completed entering the data for the case,
press **Ctrl-[** to save the data and return to the ring menu. You
should now move the cursor to **Update** and press **Enter**. Your
changes now become a permanent part of the database. You may now
continue data entry for any other cases you may have selected.

Abort. If you want to return to the ring menu **without** keeping the
    entries you made for a case, you may press either **Ctrl-g** or
    Ctrl-c. **Ctrl-g** or **Ctrl-c** at this point in the program
    generates a warning message and before you can continue, you
    must respond to the prompt. If you made a mistake and **do**
    want to keep the new entries or changes, press **n** or **Enter**
    (the default). This returns the cursor to the data entry
    screen, and you may proceed by using **Ctrl-[** to save the data
    for updating the database. If on the other hand, you really
    do want to erase any changes or entries just made for the
    case, press **y**.

DCI Report. When you press **Update** from the ring menu, a prompt asks
    if you want to print the DCI for the case identified on the
    screen (**y**); not to print the DCI for the case (**n**); or to
    print the DCI for all the cases updated (**a**). If you chose
    to print (options **y** or **a**), the program prompts you to select
    the system (**p**) printer or local (**l**) printer. Then the
    screen informs you that it is generating the report. When
    done, the cursor returns to the ring menu options.

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Exiting.   To end the Update session, move the cursor to **Exit** on
the ring menu. A message advises if data was entered but not
updated. If you respond negatively to the prompt, the cursor
returns to the ring menu for you to proceed. Otherwise, the
previous selection menu (b_uc2a or b_uc2b) appears on the screen.
 Ctrl-g returns the screen to a vertical menu, where you can
logout (**Ctrl-x**) or continue with another menu option.

Update State Option.   These data elements supplement the DCI data
elements. The State may wish to collect data regarding claimant
name, phone number, employer names, or anything else. The
program that defines these elements is State Option Control (path
/0335). You can access these elements two ways. One way is to
select **S** from the Update ring menu.
        The other way is to select option **3** (Update (S)tate Options)
        from screen m_0312. This approach requires you to enter the
        key codes of the case(s) you want. Unlike Update using
        (K)ey Codes and Update using (Q)uery, Update State Options
        can access either open or closed cases. Federal automatic
        pickup does not retrieve data from this table.

Update Error Option.   These data elements supplement the DCI to
provide additional data specifically related to a BQC detected
issue. Create these elements by using Error Option Control (path
/0336). Access these elements either of two ways. First, select
O from the Update ring menu.

        Alternatively, select option **4** (Update (E)rror Options) from
        screen m_0312. This approach requires you to enter the key
        codes of the case(s) you want. Unlike Update using (K)ey
        Codes and Update using (Q)uery, Update Error Options can
        access either open or closed cases. Federal automatic
        pickup does not retrieve data from this table.

Unlock Cases.   Note also option 5, (U)nlock Cases. Routinely the
        system locks a case to prevent two users from simultaneously
        updating the same case. Normally, the system unlocks the
        case when you exit. Occasionally the lock remains. If you
        have **Individual** access permission to Update Cases, this
        option unlocks all locked cases assigned to you. Those with
        All or **Group** permission to Update, can **pick** the cases to

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```
unlock by individual investigator or the entire unit.
```

/0313   **DCI Report**

DCI Report. Select DCI Report from the Investigator Case Management
Menu by pressing **3**, **d**, or **D**, or by highlighting the option and
pressing **Enter** or **Return**. The program checks if you have
permission to run this program. If you have the correct
authority, the screen looks like this.

```
 b_dci1


 ------------------------------------------------------------
                          DCI REPORT
 ------------------------------------------------------------




           S to search by SSN/KEY WEEK/CASE TYPE, or
           B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

           Enter Query Type (S/B):



 <Ctrl-w> Help       <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
 Default value is "S".
```

DCI Report /0313

Using SSN/KW/Type. If you select the **s** or default option the
screen looks like this.

```
b_dci2a
------------------------------------------------------------ ----------
------------------------------------------------------------  -
     DCI Report Using SSN, KW, CASE TYPE
----------------------------------------------------------------------

     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:
     SSN:                 KW:                 Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the social security number.
```

Enter the Social Security Number, Key Week and Case Type of
the cases you want. Use either the numeric keypad on the
right of the keyboard or the numbers over the letters. The
cursor advances from the Social Security Number to the key
week when you enter nine digits. Do not press **Enter** or
Return. Enter the month, day, and year of the Key Week
using two positions for each part (MMDDYY). The program
rejects dates in any other format. Months up to October may
be preceded by 0. Days less than 10 must have a leading 0.
 Use the last two digits of the year, e.g., 92 for 1992.
There is no need to enter slashes or other separators. The
program automatically displays the slashes between the month
and day and the day and year part of the Key Week code. If

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you enter less than six numbers for the key week, press

      Enter or **Return** to advance to the Case Type entry portion of
the screen. Otherwise, the cursor advances automatically to
the Case Type field. Enter the case type. If it is 0, then
enter it from the keypad or typewriter part of the keyboard,
or simply hit **Enter** or **Return.** The program tells you
immediately if it cannot locate the social security number.
It also informs you if the key week is incorrect. You must
enter the correct information before entering key codes for
another case. When finished, press **Ctrl-[** and the program
prepares the DCI Records for the cases you have entered.

Using Batch/Sequence/Type. If you select the **b** option the screen
looks like this.

```
b_dci2b
------------------------------------------------------------------ ----------
------------------------------------------------------------------
              DCI Report Using Batch, Sequence #, Case Type
---------------------------------------------------------------------------

      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:
      Batch:              Sequence #:           Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the batch number.
```

      Enter the required information. Many features of updating
using SSN/KW/Case Type also apply here. Enter the four

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digit Batch Number. The cursor advances to the Batch
Sequence # without pressing **Enter** or **Return.** Enter the
sequence number. If you enter 1 through 9, it must be
followed by **Enter** or **Return**. If you enter two digits, for
example 05, you do not need **Enter** or **Return**. The program
drops the leading 0 and displays 5 on the screen. Enter the
case type, or if the case type is 0, simply hit **Enter** or
Return. The program catches some errors that you must
correct before continuing. After you enter the three key
codes successfully, the computer checks to locate the case
in the database. If it cannot find the case, an error
message appears at the bottom of the screen, and the cursor
moves to the beginning of the row. If the program finds the
case, the cursor advances to the next empty Batch field.
You may enter eleven more cases. When finished, press
Ctrl-[and the program prepares the DCI Reports.

Seeing the Report. The next screen provides some options for
        producing the reports. The key codes used to select
    the cases appear in bold, above the options. The example
    uses the SSN/KW/Case Type codes.

```
b_dci3a
--------------------------------------------------------------------
                            DCI REPORT
--------------------------------------------------------------------

    SSN #: 312592677    KW: 04/28/1990          CASE TYPE: 0

                    1. View report
                    2. Next record
                    3. Previous record
                    4. Single_print
                    5. All_print

                    Enter Selection Type:


<Ctrl-w> Help           <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default value is "View report".
```

Press **v** to display the DCI Report of the first case.

Press **n** (or **p**) to display the next (or previous) DCI.

Press **s** to print the DCI Report for a <u>single</u> case. Press **a**
to print <u>all</u> the DCI Reports. If you chose to print (**s** or
a) a message appears asking you to enter the printer type;
either the system **p**rinter or the **l**ocal printer.

Continue to make selections from this menu until you want to
end the session. If you want to go back to the vertical
menu that called the DCI Report program, press **Ctrl-g**. To
go back to the original Key Codes entry screen, press **Ctrl-
c**.

<u>Coding Sheet</u>. When the program produces this report before the
investigator closes the case, "dots" appear in any empty fields.
 This DCI report also provides space for coding up to five
issues. Thus the DCI report can be used as a coding sheet. (The
DCI program can accommodate up to twenty separate issues per
case.)

If the DCI report is run after the investigation results
have been entered, issue codes appear only when the
investigation detected an issue. The DCI Report for clean
cases shows NO ACTIVITY TO REPORT FOR THIS CASE under the
heading ERROR ISSUES.

The DCI also shows the most recent reopen date, reopen
reason, and id of the person who reopened the case. The
"Reopen Table" contains any prior reopened data. If the case
has no reopened data in the table, the DCI Report shows NO
ACTIVITY TO REPORT FOR THIS CASE under the heading REOPENED.

Case assignment information is also included in the DCI
Report as well as a code indicating any reassignment
activity. Any reassignment information appears along with
the original assignment data. This data resides in a
separate database table called "Assigndate Table".

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/0313 **DCI Report**

Data Collection Instrument (DCI) Report

SSN: ....   KW: ../../....   CASE TYPE: .   Date: ... .., ...

DCI Report   /0313

```
==================================================================
```

mbatch Batch:	....	mseq Sequence #:	..
mstate State:	..	mlo LO:	....
b1 Method Info Obt:	..	e15 Depend Allow Before:	$...
b2 Citizen:	..	e16 Depend Allow After:	$...
b3 Education:	..	e17 Ind Code Primary Emp:	....
b4 Voc/Tech School:	..	e18 Mon. Redet Before:	.
b5 Currently In Training:	..	e19 Remain Balance:	$.....
b6 Occ Code Last:	...		
b7 Occ Code Usual:	...	f1 KW Earnings Before:	$...
b8 Normal Hr Wage:	$......	f2 KW Earnings After:	...
b9 Occ Code Seeking:	...	f3 Earn Deduct Before:	$...
b10 Lowest Hr Wage:	$......	f4 Earn Deduct After:	$...
b11 Birth Date:	../../....	f5 Other Income Before:	$...
b12 Sex:	..	f6 Other Income After:	$...
b13 Ethnic:	..	f7 Other Deduct Before:	$...
		f8 Other Deduct After:	$...
c1 Program:	.	f9 First CWK Date:	../../....
c2 CWC:	.	f10 Date First Pay:	../../....
c3 Ben Yr Beg:	../../....	f11 KW File Meth:	..
c4 Init Clm File:	..	f12 KW Cert:	.
c5 BRI:	....	f13 Orig Amt Pd:	$.....
c6 ERPs:	..		
c7 Last ERPS:	../../....	g1 WS Requirement:	..
c8 Prior Nonsep Issues:	..	g2 JS Req:	.
c9 Prior Nonsep Disq:	..	g3 Act/Cur Regist:	..
		g4 JS Defer:	..
d1 Reason Sep Before:	..	g5 JS Refers:	..
d2 Reason Sep After:	..	g6 Regis Priv Agency:	..
d3 Date Sep Before:	../../....	g7 Priv Agency Refers:	..
d4 Date Sep After:	../../....	g8 Union Status:	..
d5 Recall Stat Before:	..	g9 Union Refs:	..
d6 Recall Stat After:	..	g10 KW Contacts:	..
d7 Tax Rate Last Emp:	.....	g11 Prior KW Contacts:	..
d8 Ind Code Last Emp:	....	g12 Contacts Inv:	..
		g13 Contacts Acc:	..
e1 BP Emps Before:	..	g14 Contacts Unacc:	..
e2 BP Emps After:	..	g15 Contacts Unver:	..
e3 BP Wages Before:	$......		
e4 BP Wages After:	$......	h1 Action Code:	..
e5 High Qtr Wages Before:	$.....	h2 Amt Should Have Been Pd:	$...
e6 High Qtr Wages After:	$.....	h3 Total Amt OP:	$.....
e7 Wks Worked Before:	..	h4 Total Amt UP:	$.....
e8 Wks Worked After:	..	h5 Total KW OP:	$...
e9 WBA Before:	$...	h6 Total KW UP:	$...
e10 WBA After:	$...	h7 Inv Completed:	.
e11 MBA Before:	$.....	h8 Inv Completed Date:	../../....
e12 MBA After:	$.....	h9 Supv Rev Completed:	.
e13 Depend Before:	..	h10 Supv Completed Date:	../../....
e14 Depend After:	..	h11 Supv ID:	....

Data Collection Instrument (DCI) Report

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/0313   **DCI Report**

SSN: ....   KW: ../../....   CASE TYPE: .   Date: ... .., ...
===
-== ERROR ISSUES ==-

ERROR ISSUE #: 1

ei1 Amt KW Error: $...   ei5 QC Detection Pt: ..
ei2 KW Action: ..   ei6 Prior Agency Action: ..
ei3 Error Cause: ..   ei7 Prior Emp Action: ..
ei4 Error Response: ....   ei8 Detection Pt: .

ERROR ISSUE #: 2

ei1 Amt KW Error: $...   ei5 QC Detection Pt: ..
ei2 KW Action: ..   ei6 Prior Agency Action: ..
ei3 Error Cause: ..   ei7 Prior Emp Action: ..
ei4 Error Respons: ....   ei8 Detection Pt: .

ERROR ISSUE #: 3

ei1 Amt KW Error: $...   ei5 QC Detection Pt: ..
ei2 KW Action: ..   ei6 Prior Agency Action: ..
ei3 Error Cause: ...   ei7 Prior Emp Action: ..
ei4 Error Response: ....   ei8 Detection Pt: .

ERROR ISSUE #: 4

ei1 Amt KW Error: $...   ei5 QC Detection Pt: ..
ei2 KW Action: ..   ei6 Prior Agency Action: ..
ei3 Error Cause: ...   ei7 Prior Emp Action: ..
ei4 Error Response: ....   ei8 Detection Pt: .

ERROR ISSUE #: 5

ei1 Amt KW Error: $...   ei5 QC Detection Pt: ..
ei2 KW Action: ..   ei6 Prior Agency Action: ..
ei3 Error Cause: ...   ei7 Prior Emp Action: ..
ei4 Error Response: ....   ei8 Detection Pt: .

-== REOPENED ==-

REOPEN CASE #: 1

ro1 Reopen Case: .   ro3 Reopen ID: ....
ro2 Reopen Date: ../../....

-== ASSIGNMENT ==-
ASSIGNMENT #: 1

ag1 Assign Date: ../../....   ag3 QCS ID: ..
ag2 INV. ID: ..   ag4 A/R: .

Case Review Report. When you select **4**, **C**, or highlight, **Case Review Report**, from the Investigator Case Management Menu, the program advises you that it is checking to assure that you have permission to run this program. If you have permission, the screen on your monitor looks like this.

```
b_crpt1


-------------------------------------------------------------
                      CASE REVIEW REPORT
-------------------------------------------------------------




           S to search by SSN/KEY WEEK/CASE TYPE, or
           B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.


           Enter Query Type (S/B):




<Ctrl-w> Help        <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default value is "S"
```

Case Review Report /0314

Using SSN/KW/Type. If you select the **s** or default option the screen looks like this.

```
b_crpt3
-----------------------------------------------------------------------
                         Case Review Report
-----------------------------------------------------------------------


      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the social security number for this case.
```

Enter the Social Security Number, Key Week and Case Type of the case(s) you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances from Social Security Number to the key week when you enter nine digits. Do not press **Enter** or **Return**. Enter the month, day, and year of the Key Week using two positions for each part (MMDDYY). The program rejects dates in a different format. Months up to October may be preceded by 0. Days less than 10 must have a leading 0. Use the last two digits of the year, e.g., 92 for 1992. There is no need to enter slashes or other separators. The computer automatically displays the slashes between the month and day and the day and year part of the Key Week code. If you enter less than six numbers for the key week, press **Enter** or

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Return to advance to the Case Type entry portion of the
screen. Otherwise, the cursor advances automatically to the
Case Type field. Enter the case type. If it is 0, then you
may enter either 0 from keypad or typewriter part of the
keyboard, or simply hit **Enter** or **Return** to use the default.
 The program tells you immediately if the social security
number is not in the database. It also informs you if the
key week is incorrect. You must enter the correct
information before entering key codes for another case.
When finished, press **Ctrl-[** and the program prepares the
Case Review Records for the cases you have entered.

Using Batch/Sequence/Type. If you select the **b** option the screen look
like this.

```
b_crpt2
----------------------------------------------------------------------
                          Case Review Report
----------------------------------------------------------------------


     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:
     Batch:                 Sequence #:            Case Type:

<Ctrl-w> Help <Ctrl-b> PrvField <Ctrl-g> GotoMenu <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the batch number.
```

Enter the required information. Many features of updating
using SSN/KW/Case Type also apply here. Enter the four

digit Batch Number. The cursor advances to the Sequence #
without pressing **Enter** or **Return**. Enter the sequence
number. If you enter 1 through 9, it must be followed by
Enter or **Return**. If you enter two digits, for example 05,
you do not need **Enter** or **Return**. The computer drops the
leading 0 and displays 5 on the screen. Enter the case
type, or if the case type is 0, simply hit **Enter** or **Return**.
 The program catches some errors that you must correct
before continuing. After you enter the three key codes
successfully, the program checks to locate the case in the
database. If it cannot find the case, an error message
appears at the bottom of the screen, and the cursor moves to
the beginning of the row. It also informs you if you
selected a closed case. If the program finds the case, the
cursor advances to the next empty Batch Week space. You may
enter eleven more cases. After you enter all the cases you
want to update, press **Ctrl-[**.

Case Review Report. The typical View, Print or Save screen next
appears. This screen provides some options for producing the
reports.

```
b_cr2
----------------------------------------------------------------
                      Case Review Report
----------------------------------------------------------------


                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report

               Select an option:

<Ctrl-w> Help        <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
Default value is "View report".
```

Press **1**, or **v**, or **V**, or **Enter** or **Return** to have the report
appear on the screen. Note the available commands at the
bottom. Type **h** for help, **Space Bar** for more of the report
to appear, and **q** to quit and return to screen b_cr2.

Press **2**, or **p**, or **P** to print the report on the system
printer.

Press **3**, or **l**, or **L** to print locally.

Press **4**, or **s**, or **S** to save the report for use with word
processing or other software.

You may continue to make selections from this menu until you
want to end the session. To return to the original menu,
press either **Ctrl-g** or **Ctrl-c**.

Report Facsimile.   Here is an example of what the report looks
like.

```
                         CASE REVIEW REPORT

                                   Run Date:  09/30/92
        ----------------------------------------------------------------
        Batch No. 9220        Seq No: 1
        SSN:  547936857       Key Week: 04/11/1992      Case Type: 0
        ----------------------------------------------------------------

            Warning - Primary Method by which Claimant QC Information
            Obtained (b1) is equal to 1, 2, or 3 and one or more "b"
            elements are equal to PF2, Missing.  Have you addressed this?


        ****************************End of Report**************************


        (92%) -Press h for help, q to quit, Space Bar to see more -
```

If you have developed an ACE report to identify additional agency specific conditions, use the following set of rules for your ACE report to run properly.

1. The database used must be the same as that used by the BQC software, which is 'uidb';

2. Three parameters must be defined in the DEFINE section of the ACE report. These parameters would contain the values for the Batch Number, Sequence Number, and Case Type. For example, the DEFINE section could be coded as follows:

```
DEFINE
        PARAM [1] vbatch SMALLINT
        PARAM [2] vseq   SMALLINT
        PARAM [3] vcatyp SMALLINT
END
```

3. In the OUTPUT section, **DO NOT INCLUDE** the phrase "**report to ...**" For example, do not use statements such as: **report to pipe "less"; report to printer;** and **report to "/homedir/smith/database/filename"**.

4. If you want to use any variable defined by the PARAM statement in the SELECT section, you must precede the variable name with a dollar sign. For example,

```
SELECT
        mlo, ei3, ei1, ei4
        from b_master, b_errisu
        where mp4 = eip5 and
                mbatch = $vbatch and
                mseq = $vseq and
                mcatyp = $vcatyp and
                ei4[3,3] = 3
        order by ei3[1,2]
END
```

If your ACE report follows these rules, it will run and the

output will append to the Case Review Report. You can then
view, print and save the output of your ACE report with the
output of the Case Review Report.

Chapter IV
SUPERVISOR CASE MANAGEMENT

The screen that appears after you select the Supervisor Case
Management option looks like this:

```
m_032
                    SUPERVISOR CASE MANAGEMENT MENU

-------------------------------------------------------------------

            1    (C)ase Conversion
            2    Case (A)ssignment
            3    (R)eopen Completed Cases
            4    (F)ast Supervisory Signoff
            5    (T)ime Lapse
            6    Change Control (I)nformation
            7    (S)tamp
            8    E(x)it



-------------------------------------------------------------------
Use the directional arrow keys  or  the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help                <Ctrl-c> Cancel            <Ctrl-x> Logout
```

The remainder of Chapter Four discusses these options in greater
detail.

/0321   **Case Conversion**

Case Conversion.   The screen on The monitor looks like this when you
        select the Case Conversion option from the Supervisor Case
        Management Menu.

```
m_0321
                          CASE CONVERSION MENU


------------------------------------------------------------------

              1     (A)utomatic Conversion
              2     (C)omparison Data/Sample Case Entry
              3     (E)nter Comparison Data
              4     (S)ample Case Entry
              5     (R)evise Comparison Data
              6     S(t)ratified Case Entry
              7     E(x)it


------------------------------------------------------------------
Use the directional arrow keys  or  the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help               <Ctrl-c> Cancel               <Ctrl-x> Logout
```

        After you load the new batch on the Sun system, you convert
        the sample cases to the Informix format using the options on
        this menu. A screen b_cc1 appears when you use any option
        from this menu.

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```
b_cc1
--------------------------------------------------------------------
                        Case Conversion
--------------------------------------------------------------------

Last Batch Number:  9238                  Current Batch Number:  9239


                        Batch Number:


<Ctrl-w> Help            <Ctrl-g> GotoMenu            <Ctrl-c> Cancel

Enter the Batch Number.  Hit <RETURN> for current batch number.
```

If you load the sample to the Sun using Sunlink or a 9 track tape, press **A, a,** or **1**. Enter the batch number or **Return**, and the program converts the data for the **SFSUM** and **REC1.DAT** files. Now you can assign the sample cases in the batch.

Use options **2** (**C**,**c**), **3** (**E**,**e**), and **4** (**S**,**s**) for manual entry of Comparison Data and Sample Cases. Use option **5** (**R**,**r**) to revise Comparison Data regardless of automatic or manual entry. Use option **2**, **C**, **c** when you want to manually enter both the Batch Comparison Data and the specific case information. Enter the Comparison Data first. Use Options **3**, **E**, **e** and **5**, **R**, **r** for entry of Batch Comparison Data only and use option **4**, **S**, **s** for entry of sample cases only.

The following screens are for manual data entry of Batch Case Conversion Data and Sample Cases.

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```
b_cc2


------------------------------------------------------------------
                        Case Conversion
                Batch:  9238 Comparison Data
------------------------------------------------------------------


        Group            Sample          Population


        Size                   24               26247
        Dollars             $4675            $5168014
        Variance          3093.38             3913.37


        Male                   15               15706
        Female                  9               10541
        Sex Missing             0                   0


        White              22              24344
        Non-White           2               1854
        Race Missing        0                 49


<Ctrl-w> Help      <Ctrl-g> GotoMenu     <Ctrl-c> Cancel
<Ctrl-[> Accept <Ctrl-b>PrvField <Ctrl-p>PrvScreen <Ctrl-n> NxtScreen
Enter the Sample Size.  Range:  (1 TO 99)
```

These screens appear when option **2**, (**C**,**c**), Comparison
Data/Sample Case Entry or option **5**, (**R**,**r**), Revise Comparison
Data is selected. You must complete all the data elements
on these three screens if you are using option **2**. Only then
does the Sample Case Entry screen, b_cc5, appear for manual
entry of the sample case information.

Option **5**, (**R**,**r**) only allows you to change Comparison Data.
Therefore only b_cc2, b_cc3, and b_cc4 screens appear.
Unlike option **2**, b_cc5 does not appear.

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```
b_cc3


------------------------------------------------------------------
                         Case Conversion
                  Batch:  9238 Comparison Data
------------------------------------------------------------------


         Group              Sample           Population

         Age < 25                1                    2127
         Age 25-34              14                   16260
         Age 35-44               0                       0
         Age 45-64               9                    7465
         Age 65+                 0                     395
         Age Missing             0                       0

<Ctrl-w> Help       <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[>Accept <Ctrl-b>PrvField <Ctrl-p>PrvScreen <Ctrl-n>NxtScreen
Enter the Age < 25 Sample Count.
```

```
b_cc4


-------------------------------------------------------------------
                       Case Conversion
                 Batch:  9238 Comparison Data
-------------------------------------------------------------------

        Group              Sample            Population

        Amount <= $50            1                     481
        Amount $51-$100     2                 2718
        Amount $101-$150         2                    2008
        Amount $151-$200         2                    2172
        Amount $200+           17                    18868
        Amount Missing          0                        0

<Ctrl-w> Help        <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[>Accept <Ctrl-b> PrvField <Ctrl-p> PrvScreen <Ctrl-n> NxtScreen
Enter the Amount <= $50 Sample Count.
```

Screen b_cc5 appears after you enter the Comparison Data
using menu option **2**, (**C**,**c**). Before the sample case
information enters the database, you must complete the data
elements for each case in the sample.

```
b_cc5


-------------------------------------------------------------------
                       Sample Case Entry
-------------------------------------------------------------------

    Batch   9238                                    Entry No.   1

                    SSN:                123456789

                    Key Week:        09/19/1992

                    Local Office:    0100

                    Case Type: 0

Investigator and Assignment Data may not be entered during Case
Creation.

<Ctrl-w> Help     <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept
Enter the Social Security Number.
```

The Control keys work the same on each screen. Use **Ctrl-w**
to see the **Help** information for each data entry field.
Ctrl-g, GotoMenu, takes you to the Case Conversion menu
without updating or changing the data on the screen. **Ctrl-c**
cancels the current process and takes you to the previous
screen. **Ctrl-[** updates the record with the data you enter.
 Ctrl-b moves the cursor to the previous field. **Ctrl-p**
takes you to the previous screen. **Ctrl-n** moves you to the
next screen.

Stratified Case Entry.   If the BQC samples are stratified, select

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/0321   **Case Conversion**

Option 6 from the Case Conversion menu (screen m_0321) in order
to enter information into the **b_strata** and **b_weight** tables of the
UI database.

The first time you select stratified case entry, you will be
prompted to enter the number of strata (between 2 and 20)
from which your State selects samples. Enter the number of
strata and press return.

```
b_sce1


----------------------------------------------------------------------
                    Stratified Case Entry Report
----------------------------------------------------------------------

    Batch        Seq #      Case Type       Stratum #

 =====================================================================
|                                                                     |
|                                                                     |
|Please enter a Stratum number between 2 and 20 and press return. [ ] |
|                                                                     |
|                                                                     |
|Enter the stratum number.                                            |
 =====================================================================
                   Available Cases to Stratify = 21

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

The number of strata you have specified will be displayed, and you will be asked to confirm that this information is correct.

```
b_sce1


----------------------------------------------------------------------
                    Stratified Case Entry Report
----------------------------------------------------------------------

     Batch       Seq #      Case Type       Stratum #


          Please enter Y to save or N to reenter ==>
          You have selected 4 strata.




                 Available Cases to Stratify = 21

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

After you have confirmed the number of strata, screen b_sce1
will be displayed. Enter the stratum from which each case
was selected. This information will be stored in the
b_strata table.

```
b_sce1

----------------------------------------------------------------------
                    Stratified Case Entry Report
----------------------------------------------------------------------

      Batch        Seq #       Case Type        Stratum #

       9515          1            0                  ⊕
       9515          2            0
       9515          3            0
       9515          4            0
       9515          5            0
       9515          6            0
       9515          7            0
       9515          8            0

              Available Cases to Stratify = 21

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

If you change the number of strata from which the BQC sample is selected, enter **Ctrl-t**. You will be asked if you want to change the number of strata.

```
b_sce1

--------------------------------------------------------------------
                    Stratified Case Entry Report
--------------------------------------------------------------------

     Batch      Seq #      Case Type      Stratum #


     Please enter [Y or y] for yes and [N or n] for no. ==>
     You have selected 4 strata.



                  Available Cases to Stratify = 21

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
<Ctrl-t> Change Stratum for Current Batch
```

If you answer yes (**'Y'**), you will be prompted to enter the new number of strata (between 2 and 20). You will be prompted to confirm that the number you entered is the correct number of strata.

After you have entered the strata for all cases, press return. The message, "Reached the last record", will be displayed, and screen b_sce2 will be displayed.

```
b_sce2


-----------------------------------------------------------------
                  Stratified Case Entry Report
-----------------------------------------------------------------

                            Sample    Population      Population
      Batch     Stratum #   Size      Size            Dollars

      9515          1        4           ⊕
      9515          2        4
      9515          3        4
      9515          4        9



<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Enter the number of UI weeks and dollars paid in the
population for each strata. After entering the population
data for all fields, press **Ctrl-[** to accept the information.
 The message, "Inserting b_weight. Please wait...", will be
displayed.

After accepting the population data, screen b_sce3 will be
displayed. Select **1** or **V** to view the stratified case entry
summary report. Select **2** or **P** to print the report on the
system printer. Select **3** or **L** to print the report on the
local printer. Select **4** or **S** to save the report. The
message, "/[home_dir]/bqc/sce[login_id][process_id] is being
saved" will be displayed.

```
b_sce3


----------------------------------------------------------------
                       Stratified Case Entry
----------------------------------------------------------------


                      1. View report

                      2. Printer (system)

                      3. Local printer

                      4. Save report


                      Select an option:


<Ctrl-w> Help        <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "View report".
```

Case Assignment.   The screen on your monitor looks like this when you select the Case Assignment option from the Supervisor Case Management menu.

```
m_0322
                         CASE ASSIGNMENT MENU

-------------------------------------------------------------------

             1     (A)ssign Case

             2     (R)eassign Cases

             3     A(u)tomatically Allocate Cases

             4     (M)anually Allocate/Reallocate Case

             5     A(s)signment Report

             6     E(x)it

-------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN,or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel              <Ctrl-x> Logout
```

The remainder of this section describes these options in greater detail.

Case Assignment /0322

Assign Cases. If this is the highlighted option, just press **Enter** or **Return**. Otherwise select the Assign Cases option using **a**, **A**, or **1**. There is a slight pause while the computer checks your permission to run this program. A screen like this appears if you are cleared to run the program.

```
b_ca4
------------------------------------------------------------------
                      Case Assignment Screen
------------------------------------------------------------------
                                    Case   Local    Inv
      SSN        Key Week    Batch   Seq No  Type   Office   Id

   310563066   03/28/1992   9214      1       0     0350
   545347904   03/28/1992   9214      2       0     0352
   563642786   03/21/1992   9214      3       0     0360
   618414088   03/28/1992   9214      4       0     0362
   570017236   03/21/1992   9214      5       0     0370
   606068244   03/28/1992   9214      6       0     0380
   620244865   03/07/1992   9214      7       0     0390
   565776972   03/28/1992   9214      8       0     0400

                  Total Cases to Assign = 36

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept

Enter The Investigator Id
```

This screen provides a list of the cases selected for investigation. Note that the cursor waits at the Inv Id column. The number that you enter should refer to the investigator who conducts the investigation. Although only 8 cases appear on the screen at one time, the total cases available for assignment appears at the bottom. If there are more than 8 cases, the next case will show at the bottom of the list after you enter the id for the 8th case. The list will continue to scroll until the last case appears.

You can skip cases on the list by using the **down arrow** key. You can return to a previously passed case by using the **up**

arrow key. You can change the investigator id. You do not
need to assign all the cases in one session.

When the session is complete, press **Ctrl-[** to update the
database with the newly entered investigator id(s). The
Asigndate Table retains this information, the key codes and
index codes for the case, the assignment date (taken from
the system clock), the investigator id, the QCS id (if any),
and a reassigned code.

When you successfully complete case assignment, a message
appears and then the previous menu returns to the screen.

<u>**Reassign Cases.**</u>   Highlight this option and just press **Enter** or
Return. Otherwise select the Reassign Cases option using **r**, **R**,
or **2**. There is a slight pause while the computer checks that your
permission to run this program. A screen like this appears when
you have permission to run the program.

```
b_caqry1
-------------------------------------------------------------------------
                        Reassign Case Query Screen
-------------------------------------------------------------------------
          SSN:                      Key Week:

        Batch:                      Sequence #:

    Case Type:                    Local Office:

Investigator:
_____
        Enter Select Criteria For Query

= equal to,  <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex. 89*  ? wildcard ex. 8?0? range 1989:1991

                        <Ctrl-c>  Cancel          <Ctrl-[>  Accept

Please Enter Social Security Number
```

Use this screen to choose the case(s) to reassign by
specifying Social Security Number, Key Week, Batch, Seq No,
Case Type, Local Office, or Investigator. Note that you can
use "wildcards", Boolean expressions, such as greater than
or less than, or even a range. You can use this query
option if you know the Social Security Number but not the
Key Week. Remember if you enter only the batch, you will
get all the cases within the batch that you have permission
to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the
cursor to the entry you want. Next, type the selection data.
 When finished, press **Ctrl-[**.

The Reassignment screen looks like this.

```
b_ca2
--------------------------------------------------------------------
                         Case Reassignment
--------------------------------------------------------------------
                                            Case   Local    Inv
      SSN          Key Week     Batch  Seq No  Type  Office   Id

   310563066     03/28/1992    9214       1      0     0350     88
   545347904     03/28/1992    9214       2      0     0352     88
   555660793     02/29/1992    9210      22      0     0789     88
   567325918     02/08/1992    9209      24      0     0210     88
   551020690     02/01/1992    9208      25      0     0785     88
   568995995     03/21/1992    9213      32      0     0261     88
   556487757     02/22/1992    9212      34      0     1234     88


                  Total Cases to Reassign = 7

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept

Enter The Investigator Id, To Whom The Case Will Be Reassigned
```

This screen appeared when 88 was entered as the investigator
id on the Query screen. Perhaps this investigator will be

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off work unexpectedly for a few weeks. You can reassign
these cases to other investigators by entering the new ids
over the old ones. Press **Ctrl-[** to update the Asigndate
Table. Now the new investigators can access these cases.
After updating, the screen returns to the calling menu.

Automatic Allocation.   This option passes the sampled cases to an
intermediary supervisor. Then that person assigns the cases to
the available investigators. You select this option by pressing
u, **U**, or **3**. Highlight the option and only press **Enter** or **Return**.
 The screen that appears is similar to this.

```
b_ca3
------------------------------------------------------------------------
                        Automatic Case Allocation
------------------------------------------------------------------------
                                      Case   Local   QCS
      SSN       Key Week    Batch   Seq No   Type   Office  Id

   310563066   03/28/1992   9214       1       0     0350    5
   545347904   03/28/1992   9214       2       0     0352    5
   563642786   03/21/1992   9214       3       0     0360    5
   618414088   03/28/1992   9214       4       0     0362    5
   570017236   03/21/1992   9214       5       0     0370    5
   606068244   03/28/1992   9214       6       0     0380    5
   620244865   03/07/1992   9214       7       0     0390   11
   565776972   03/28/1992   9214       8       0     0400   11

                   Total Cases to Assign = 34

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept

Enter The Supervisor Id, To Whom The Case Will Be Allocated
```

Note that the Supervisor ids already appear with the cases
in the sample. The computer got this information from the
local office table (/0332) in Environment Settings. You can
look through the list to assure correct allocation of the
cases. If they are not, you can enter the correct id. If
they are all right, press **Ctrl-[**. Now the intermediary

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supervisors can access these cases to assign them. After
updating the table, the screen returns to the calling menu.

Manually Allocate/Reallocate.   This option passes the sampled cases
to an intermediary supervisor. Then that person assigns the
cases to the available investigators.

```
b_ca4
---------------------------------------------------------------
                 Manual Allocation/Reallocation
---------------------------------------------------------------


                 A for Case Allocation, or
                 R for Case Reallocation

                 Enter letter (A/R)


<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
```

  Indicate if you want to allocate a new batch of cases
  manually. This means that the Local Office table does not
  contain the QCS id associated to particular offices. If
  this is the case, press **a**. A screen similar to the
  following one appears.

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```
b_ca5
------------------------------------------------------------------------
                          Manual Case Allocation
------------------------------------------------------------------------
                                          Case    Local   QCS
         SSN         Key Week    Batch   Seq No   Type    Office  Id

      310563066    03/28/1992    9214       1       0     0350
      545347904    03/28/1992    9214       2       0     0352
      563642786    03/21/1992    9214       3       0     0360
      618414088    03/28/1992    9214       4       0     0362
      570017236    03/21/1992    9214       5       0     0370
      606068244    03/28/1992    9214       6       0     0380
      620244865    03/07/1992    9214       7       0     0390
      565776972    03/28/1992    9214       8       0     0400

                    Total Cases to Allocate = 34

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept

Enter The Supervisor Id, To Whom The Case Will Be Allocated
```

Enter the id of the intermediate supervisor. Press **Ctrl-[** when done.

If you need to reallocate cases previously allocated, press **r** when screen b-ca4 is on the monitor. This will cause a query screen to appear that looks like this.

```
b_caqry2
----------------------------------------------------------------------
                    Reallocation Query Screen
----------------------------------------------------------------------
          SSN:                    Key Week:

        Batch:                    Sequence #:

    Case Type:                    Local Office:

       QCS Id:
_____

Enter Select Criteria For Query

= equal to,  <> not equal to, >= greater or equal to, <= less or equal to,
* wildcard ex. 89*  ? wildcard ex. 8?0? range 1989:1991

                      <Ctrl-c>  Cancel          <Ctrl-[>  Accept

Please Enter Social Security Number
```

Use this screen to choose the case(s) to reallocate by
specifying Social Security Number, Key Week, Batch, Seq No,
Case Type, Local Office, or Investigator. Note that you can
use "wildcards", Boolean expressions, such as greater than
or less than, or even a range. You can use this query
option if you know the Social Security Number but not the
Key Week. Remember, if you enter only the batch, you will
get all the cases within the batch that you have permission
to access. This is true for the Key Week also.

Use the **Arrow** keys or the **Enter** or **Return** key to move the
cursor to the entry you want. Next, type the selection data.
 When finished, press **Ctrl-[**.

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The Reallocation screen looks like this.

```
b_ca3
-----------------------------------------------------------------------
                          Reallocation Screen
-----------------------------------------------------------------------
                                           Case   Local   QCS
       SSN        Key Week      Batch   Seq No    Type   Office    Id

    310563066    03/28/1992    9214       1        0      0350     5
    545347904    03/28/1992    9214       2        0      0352     5
    563642786    03/21/1992    9214       3        0      0360     5
    618414088    03/28/1992    9214       4        0      0362     5
    570017236    03/21/1992    9214       5        0      0370     5
    606068244    03/28/1992    9214       6        0      0380     5


                   Total Cases to Reallocate = 6

<Ctrl-w> Help  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel  <Ctrl-[> Accept

Enter The Supervisor Id, To Whom The Case Will Be Reallocated
```

Note that the Supervisor ids already appear with the cases.
Change the ids to the new assigning supervisor, and press
Ctrl-[. Now the new supervisor(s) can access these cases
and assign them. After updating the table, the screen
returns to the calling menu.

Assignment Report. You select this option by pressing **s**, **S**, or **5**.
Highlight this option and press **Enter** or **Return**. A PICK Screen
appears to select the investigator(s) for whom you want the
report. The typical View, Print or Save screen next appears.
This screen provides options for producing the reports.

```
b_ca7
--------------------------------------------------------------
                        Assignment Report
--------------------------------------------------------------


                1.    View report

                2.    Printer (system)

                3.    Local printer

                4.    Save report

              Select an option:

<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "View report".
```

If you want to view the report on the screen, type **1**, **v**, or
V. If you want the report to print to the system printer,
press **2**, **p**, or **P**. If there is a printer attached directly
to your terminal, type **3**, **l**, or **L** for the hard copy to print
there. If there is no printer attached to your terminal,
the report scrolls on the screen but the margins may be
jumbled. Lastly, you can save the report to your home
directory by pressing **4**, **s**, or **S**. You may select as many
options from this menu as you like.

If you want to run Assignment Report again using other
selection criteria, press **Ctrl-c** to retreat menu-by-menu.
When you are ready to end the session, press **Ctrl-g**.

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Reopen Completed Cases. The screen on your monitor looks like this
when you select the Reopen Completed Cases option from the
Supervisor Case Management menu and the program allows you
access.

```
b_rcc1


----------------------------------------------------------------
                           Reopen Cases
----------------------------------------------------------------




             S to search by SSN/KEY WEEK/CASE TYPE, or
             B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.


             Enter Query Type (S/B):




<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default value is "S"
```

Use this screen to select the case(s) you want to reopen by
entering either set of key codes.

Note the bottom of the screen. The last line informs you
that the default value is "S". A default is a preset value
that the computer uses when you press **Enter** or **Return**. In
this instance, enter either **s** or **S** or **Enter** or **Return** to
select cases using the Social Security Number, Key Week, and
Case Type. Use **b** or **B** to select cases for reopening by
Batch, Sequence Number, and Case Type.

Reopen Completed Cases /0323

Using SSN/KW/Case Type. If you select the **s** or default option from
screen b_rcc1, the monitor looks like this.

```
b_rcc2a
-----------------------------------------------------------------------
                              Reopen Cases
-----------------------------------------------------------------------


      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:
      SSN:                  KW:                     Case Type:

<Ctrl-w> Help    <Ctrl-b> PrvField    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the social security number for this case.
```

Enter the full Social Security Number. The cursor advances
to the Key Week item without **Enter** or **Return**. Enter the Key
Week in MMDDYY format followed by **Enter** or **Return**. For
example, May 25, 1991 should be entered as 052591. The
program converts this and displays the Key Week as
05/25/1991. Enter the case type or if the case type is 0,
simply hit **Enter** or **Return**. The program catches some errors
at the time of entry. For instance, if you enter the letter
"o" instead of the number 0, you must retype the entry
before continuing. After you enter the three key codes
(SSN/KW/Case Type) successfully, the program checks to
locate the case in the database. A message appears if the
program cannot locate the case you entered. Then the
program places the cursor for reentry. The program informs
you, if the case is still open. If so you must update the

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case using path (/0312), rather than this program.
If the program finds the case, the cursor advances to the
next empty field, the Social Security Number. You may enter
eleven more cases. When you complete entering all the cases
you want to reopen, press <Ctrl-[> and a ring menu appears.

Using Batch/Sequence/Case Type.   If you select the **b** option from the
b_rcc1 screen, the monitor looks like this.

```
b_rcc2b
-------------------------------------------------------------------
                            Reopen Cases
-------------------------------------------------------------------


     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:
     Batch:              Sequence #:              Case Type:

<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept

Enter the batch number.
```

Many features of Reopen Completed Cases using SSN/KW/Case
Type also apply here. Enter the four digit Batch Number.
The cursor advances to the Batch Sequence # without you
pressing **Enter** or **Return**. Enter the sequence number. If
you enter 1 through 9 it must be followed by **Enter** or
Return. If you enter two digits, for example 05, do not
press **Enter** or **Return**. The program drops the leading 0 and
displays 5 on the screen. Enter the case type. If the case

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type is 0, simply hit **Enter** or **Return**. The program catches
some entry errors that you must correct before continuing.
After you successfully enter the three key codes (Batch and
Sequence Number and Case Type), the program attempts to
locate the case in the database. A message appears at the
bottom of the screen if it cannot find the case you entered.
 Then the program positions the cursor for reentry. The
program also informs you, if the case is not yet closed. If
the program finds the case, the cursor advances to the next
empty field, the Batch Week. You may enter eleven more
cases. When you complete entering all the cases you want to
reopen, press **Ctrl-[** and the ring menu appears.

Reopen Ring Menu. This is what the Reopen ring menu looks like. It
appears on the screen when you successfully enter the
case(s) you want to Reopen.

```
Reopen :   B   C   D   ME   F   G   H   I   Next    Reopen    Update    Exit
Reopen Screen :    Claimant Information

SSN: 315-48-0739   KW:  03/30/1991  Case Type:  0  Batch #: 9114  Seq.#: 1
```

Note the highlighted letter B and the line below that shows
the name of the screen, Claimant Information. Use the **Arrow**
keys to move along the top row and notice how the name
of the screen changes as the highlighted area changes. Note
also the Key Code information below these two lines. If you
highlight the word **NEXT**, the Reopen screen information line
shows "Next Screen". Actually this indicates a change to
the next case. If you press **Enter** or **Return**, the Key Codes
for another case you selected appear where the previous key
codes had been. If you did not select any other cases, a
message appears at the bottom of the screen. You can either
use the **Arrow** keys followed by **Enter** or **Return** to select the
part of the DCI you want to access or simply press the
initial letter of the screen that you want to change. When
you make the necessary changes to the data, press **Ctrl-[** to
return the cursor to the top line of the ring menu. To save
the change, move the cursor to the **Reopen** command and press
Enter or **Return**. This causes Screen R to appear on the
monitor.

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```
Reopen  <Ctrl-d> Clr field   <Ctrl-n> NxtScreen    <Ctrl-p> PrvScreen
        <Ctrl-u> UnDo        <Ctrl-b> PrvField     <Ctrl-f> NxtField

SSN: 315-48-0739  KW: 03/30/1991   Case Type: 0   Batch #: 9114  Seq.#: 1


Screen R              R E O P E N   C A S E S   S C R E E N



     Reopen Case Code                   ro1:
     Reopen Case Date                   ro2:
     Reopen Case Identification         ro3:



<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter reopen case code.
```

You must complete this screen in order to save the changes you made. Enter the code that reflects the reason you reopened the case. If you want a quick reminder of the codes available, press **Ctrl-w**. Use **3** if the SESA recognized an error in the data and reopened the completed case to correct the error. Use **4** if an appeal decision of a QC case affects the data originally entered for the case. Use **5** to correct exceptions resulting from a monitor review. Note that you can reopen the case while awaiting further information, if you use code **6**. Then when the information is available, the case should be accessed through this menu option (not Update Cases), the data corrected, and the appropriate code entered.

The program fills the other two items on the Screen R. It

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enters the current date and your login name. There is no
limit to the number of times a case may be reopened and
subsequently closed. To complete the process, press Update.
 You may now proceed to change data in any other case(s) you
may have selected for reopening.

When finished and the cursor is on the top line of the ring
menu, move the cursor to exit and press **Enter** or **Return**. If
there were no changes, or no reopen code, a message will
query if you really want to exit without updating the case.
 If you enter no, the cursor returns to the ring menu. If
you enter yes, the screen returns to the SSN or Batch entry
screen (b_rcc2a or b_rcc2b).

Fast Supervisory Signoff. The screen on your monitor looks like this
when you select the Fast Supervisory Signoff option from the
Supervisor Case Management menu. The user selects the search
method preferred from this screen.

```
b_fss1
----------------------------------------------------------------
                    FAST SUPERVISORY SIGN OFF
----------------------------------------------------------------




          S to search by SSN/KEY WEEK/CASE TYPE, or
          B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.

          Enter Query Type (S/B):



<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "SSN/Key Week/Case Type "
```

   This program allows the Quality Control Manager (QCM) or
   other designated individuals to sign off case(s) without
   using the usual data entry methods. This relieves the QCM
   of the need to scroll through many screens to sign off a
   case. The program checks to insure that the person
   attempting to run the program has access permission.

   There are five (5) levels of access associated with the
   program. The QCM or QCS may modify staff table (path
   /03312) to grant or deny access to this program. These five
   levels are:

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a. If the user has "All" accessibility (a QCM), the user may sign off any case.

b. If the user has "Group" accessibility (a QCS), the user may sign off any case that belongs to the group.

c. If the user has "Individual" accessibility, the user signoffs only their cases.

d. If the user has no authorization to sign off cases, the system generates an informational message, and returns the screen to the calling menu. (A BQC user without permission to run this program)

e. If the user is not included in the staff table, the system generates an informational message, and returns the screen to the calling menu (a non-BQC user).

Valid entries to the above screen (b_fss1) are **S**, **s** or **B**, **b**. Entering **s** allows searching by Social Security Number, Key Week, and Case Type. Entering **b** allows searching by Batch, Sequence Number, and Case Type. "S" is the default value.

Using SSN/KW/Type. If you select the **s** or default option the screen looks like this.

```
b_fss2a
----------------------------------------------------------------------
                    Fast Supervisory Sign Off
              (Query by SSN / Key Week / Case Type)
----------------------------------------------------------------------



     SSN:                    Key Week:               Case Type:


<Ctrl-w> Help  <Ctrl-b> Prvfield <Ctrl-g> GoToMenu <Ctrl-c> Cancel
Enter the Social Security Number.
```

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After selecting this method of search, the Social
Security/Key Week/Case Type Data Query screen appears. This
screen prompts for the minimum data required to perform this
search. After filling each field, the program prompts for
the next field. When all fields are complete, the program
checks the validity of the fields. If the program finds an
incorrect field, it displays a message and re-prompts the
user.

Enter the Social Security Number, Key Week and Case
Type of the case you want. Use either the numeric
keypad on the right of the keyboard or the numbers over
the letters. The cursor automatically advances from
Social Security Number to the Key Week when you enter
nine digits. Do not press **Enter** or **Return** between
these two fields. Enter the month, day, and year of
the Key Week using two positions for each part
(MMDDYY).

Months up to October may be preceded by 0. Days less than
10 must have a leading 0. The system accepts the last two
digits of the year, i.e., 92 for 1992. Slashes or other
separators may be skipped. If you enter only six numbers
for the Key Week, press **Enter** or **Return** to advance to the
Case Type entry portion of the screen. If you enter the
full date (MM/DD/YYYY), the cursor automatically advances to
the Case Type field. The programs displays slashes between
the month and day and the day and year part of the Key Week
text.

Enter the case type. If it is 0, then enter either 0 from
keypad or typewriter part of the keyboard, or simply hit
Enter or **Return** to use the default. The program tells you
immediately that it is searching for the record.

If the program cannot find the Social Security Number, it
sends a message to the screen. It informs you if the key
week is incorrect, or if it locates the SSN but cannot match
the Key Week to it.

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Fast Supervisory Signoff /0324

Using Batch/Sequence #. If you select the **b** option the screen looks like this.

```
b_fss2b
---------------------------------------------------------------------
-
                      Fast Supervisory Sign Off
              (Query by Batch / Sequence # / Case Type)
---------------------------------------------------------------------
-




     Batch:                   Sequence #:                 Case Type:




 <Ctrl-w> Help  <Ctrl-b> Prvfield  <Ctrl-g> GoToMenu <Ctrl-c>
Cancel

 Enter the Batch Number
```

After the entered data passes validity checks, the program searches for the record(s) in the database. If the program cannot find the record, a message appears, and the program reprompts for the correct key code(s).

Enter the Batch Number, Sequence Number, and Case Type of the case you want. Use either the numeric keypad on the right of the keyboard or the numbers over the letters. The cursor advances to the Sequence Number when you enter the four digits of the Batch Number. Do not press **Enter** or **Return** between these two fields. Enter the case type. If it is 0, then enter either 0 from keypad or typewriter part of the keyboard, or simply hit **Enter** or **Return** to use the default. The program tells you immediately that it is searching for the record. If it cannot find the record, it

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will send a message to the screen.

Fast Sign Off Data Entry. If the program locates the open QC case, the
    data entry screen b_fss3 appears.

```
b_fss3
------------------------------------------------------------------
                   Fast Supervisory Sign Off
                     Case Data Entry Screen
------------------------------------------------------------------


         Batch:  9230                 Sequence #:  03

           SSN:  423556798             Key Week:  10/20/92

     Case Type:  0                 Sign Off Code:


<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Enter the Sign Off Code for this Case
```

The only field open for data entry on this screen is the
"Sign Off Code" field. Enter **1** if case review followed
completion by the investigator. Enter **0** if no review
followed investigation.

When you enter a valid "Sign Off Code" press **Return**, the
program automatically updates the record. Once you update
the case, the program asks whether you wish a DCI Report for
this record. The options offered are **y**es or **n**o. Next the
program asks you to direct the report to the system **p**rinter
or your **l**ocal printer. The monitor then displays whichever
case entry screen (b_fss2a or b_fss2b) you originally
selected. You may now enter another case or exit this
program using **Ctrl-g** or **Ctrl-c**.

/0325   **Time Lapse**

Time Lapse.   The screen on your monitor looks like this when
you select the Time Lapse option from the Supervisor Case
Management menu.

```
m_0325
                          TIME LAPSE MENU


----------------------------------------------------------------------


            1     (U)ser Defined TL Report

            2     (O)fficial TL Report

            3     E(x)it






----------------------------------------------------------------------
Use the directional arrow keys  or  the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help              <Ctrl-c> Cancel            <Ctrl-x> Logout
```

There are two choices. User Defined Time Lapse Report (path
/03251) allows you to create a case aging or time lapse
report that meet various criteria. You may select opened
cases, closed cases or both. You can choose a summary
format that displays the number of cases that fall into each
time category. You also can choose a list of each case that
meets the selection criteria you entered. This program
combines features of Case Aging and Old Format software used
on the Pro380.

Use the Official Time Lapse Report (path /03252) primarily
for monitoring purposes. The time lapse measures from the
batch week ending date to the supervisory review date or
reopened date when the Reopen Case code (ro1) equals 3.
Cases must be in the system at least 13 weeks.

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Time Lapse /0325

User Defined TL Report. The first screen appearing on the monitor asks you to provide the batch range covered in the report.

```
b_udtl1
----------------------------------------------------------------
                    User Defined Time Lapse Report
                  (Batch Range Selection Entry Screen)
----------------------------------------------------------------



           Beginning Batch:

              Ending Batch:




----------------------------------------------------------------
<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel


Enter the Beginning Batch
```

The default fault for the beginning batch is the first batch of the current year. If this is what you want, simply press **Enter** or **Return**. If not, type the beginning batch number you do want. The cursor advances opposite the prompt, Ending Batch. The default for this prompt is the current batch number. If you want the report to apply to cases in only one batch, enter the same batch number for both prompts. If you use the defaults, press **Enter** or **Return** to advance to the next screen. Note that you can use **Ctrl-b** if the cursor is at the Ending Batch prompt and you want to go back and change the Beginning Batch entry.

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The next screen asks you to enter the Case Type you want to
include in the report.

```
b_udtl2
-------------------------------------------------------------
              User Defined Time Lapse Report
                     Case Type Menu
-------------------------------------------------------------


              1.    Core only

              2.    Select all Special Studies

              3.    Pick One or More Special Studies

              4.    All Case Types

              Select an Option:

<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default is "Core".
```

The Case Type code can range from 0 to 9. The Core only
option automatically selects all Case Types equal to 0. The
Select all Special Studies automatically selects all case
types from 1 to 9. Pick allows the user to pick one or more
individual special studies (case types from 1 to 9) residing
in the database. The All Case Types automatically selects
all case types from 0 to 9.

Time Lapse /0325

If you choose the **P**ick option, the screen shows the special
Case Types that occur within your batch range.

```
▽ӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡ
ӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡ⊕¤b_udtlp1
                         ¤
¤-----------------------------------------------------------------
¤
¤               User Defined Time Lapse Report
¤
¤-----------------------------------------------------------------
¤
¤                              No. of selected items: 1
¤
¤
▽ӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡ⊕        ¤
¤        1                       ¤  1                        ¤
¤
¤     -->◖2                   ¤                           ¤
 ¤
¤        3                    ¤                           ¤
¤
¤        7                    ¤                           ¤
¤
¤                             ¤                           ¤
¤
¤
⊕ӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡӡ◣        ¤
¤
¤
¤
¤
¤
¤
¤
¤
¤
¤
```

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¤   <Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
¤
¤   <Ctrl-[> Accept <RETURN> Select Items   <e> Edit Mode <r> Remove |
🕑♻♻♻
♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻♻✎

>   Use this screen to select the special cases you want to
>   include in the report. When your selection of special case
>   codes is complete, press **Ctrl-[** to accept the codes chosen,
>   and the program processes a report for each separate pick
>   session. See Appendix F for more information about using
>   the Pick utility.

>   The next screen asks you whether to include any reassigned
>   cases in the report. Simply respond by typing "**y**" for yes
>   or "**n**" for no. The default is to include any reassigned
>   cases in the batch range.

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```
b_udtl3
-------------------------------------------------------------
                  User Defined Time Lapse Report
                        Reassigned Cases
-------------------------------------------------------------




           Include reassigned cases (Y/N):



<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default is "Y"
```

The next screen asks you to choose the format for the
report. The **S**ummary option produces a chart that shows the
number of cases falling into the various time lapse
categories, 60 days, 90 days, 120 days, and more than 120
days. The **L**isting option formats the report to provide a
list, case-by-case, of the cases in the batch range. If you
want both, enter **3**, **b**, or **B** when the following screen
appears.

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```
b_udtl4
----------------------------------------------------------------
                  User Defined Time Lapse Report
                       Report Format Menu
----------------------------------------------------------------


              1.    Summary.

              2.    Listing.

              3.    Both.


              Select an Option:


<Ctrl-w> Help        <Ctrl-g> Go to Menu       <Ctrl-c> Cancel

Default is "Summary"
```

The next screen asks you to choose the status of the cases
for the report. The "**O**pen cases only" option selects cases
that have not yet been closed by the supervisor. The report
shows two types of open cases; those still in investigation
and those awaiting supervisory action. The "**C**losed cases
only" option selects only those cases the supervisor closed,
with or without review. If you want both, show this by
typing **3**, **b**, or **B** when the following screen appears.

```
b_udtl5
----------------------------------------------------------------
                  User Defined Time Lapse Report
                         Status Menu
----------------------------------------------------------------


              1.    Open cases only.

              2.    Closed cases only.

              3.    Both.


              Select an Option:


<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default is "Open cases"
```

The next screen varies depending on permission recorded for
you in the Staff table. If you have individual access
permission for the User Defined Time Lapse program, the
screen informs you that it is processing your report. If
you have "group" privileges, the program can combine all
cases belonging to your group in the batch range into a
single report, or create individual report(s) for one or
more of your investigators, or produce a single report of
only your cases. The following examples of screens appear
when you have "All" privilege to run User Defined Time
Lapse.

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```
b_udtl6a
----------------------------------------------------------------
                  User Defined Time Lapse Report
                           QCM Menu
----------------------------------------------------------------


                1.    Total Unit.

                2.    Group(s).

                3.    Investigator(s).

                4.    Own cases.

                Select an Option:

<Ctrl-w> Help       <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default is "Total"
```

Select **T**otal unit for a single report that shows all cases
for the BQC unit. If you select **G**roup(s), a "Pick" screen
listing the group supervisor numbers appears. "Pick" one or
more groups. A separate report will be generated for each
group picked. If you select **I**nvestigator(s), a pick screen
will appear listing the various investigator id numbers
available. As with the group reports, a separate report
will be produced for each investigator selected. If you
want a report of only your cases, select **O**wn cases.

The screen on your monitor looks like this while it is
processing the data for the report. Then the output screen
follows.

```
b_udtl7c
-------------------------------------------------------------
                  User Defined Time Lapse Report
-------------------------------------------------------------

      Preparing Aggregate Summary .....
      Batch No. in progress : 9225
      Finish aggregate summary.

      Listing in Progress .....
      Batch No. in progress : 9225
```

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```
b_udtl8
-----------------------------------------------------------
                 User Defined Time Lapse Report
-----------------------------------------------------------


                1.     View report

                2.     Printer (system)

                3.     Local printer

                4.     Save report

           Select an option:

<Ctrl-w> Help          <Ctrl-g> GotoMenu       <Ctrl-c> Cancel

Default value is "View report".
```

If you want to view the report on the screen, type **1**, **v**, or
V. If you want the report to print to the system printer,
press **2**, **p**, or **P**. If there is a printer attached directly
to your terminal, type **3**, **l**, or **L** for the hard copy to be
printed there. If there is no printer attached to your
terminal, the report will scroll on the screen but the
margins may be jumbled. Lastly, you can save the report to
your home directory by pressing **4**, **s**, or **S**. You may select
as many options from this menu as you like. If you want to
run User Defined Time Lapse again using other selection
criteria, press **Ctrl-c** to retreat menu-by-menu. When you
are ready to end the session, press **Ctrl-g**.

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Time Lapse /0325

User Defined Summary.   The summary looks like this:

```
                 User Defined Time Lapse Report
                            SUMMARY
                               Run Date:   11/03/92
State Name:   XX                Status: OPEN AND CLOSED
Batches:    9220 - 9225            Case Type:  0
------------------------------------------------------------------
```

	within 60 days	61-90 days	91-120 days	more than 120 days	TOTAL
Total cases in selected batch range	31	48	7	8	94
All open cases (h7=Null or 1 + h9=Null)	0	0	0	4	4
Cases being investigated (h7=Null + h9=Null)	0	0	0	4	4
Cases awaiting final review (h7=1 + h9=Null)	0	0	0	0	4
Percent of Open Cases	0.00	0.00	0.00	4.26	4.26
All closed cases (h7=1 + h9=1 or 0)	31	48	7	4	90
Cases closed w/out review (h7=1 + h9=0)	15	30	1	2	48
Cases closed with review (h7=1 + h9=1)	16	18	6	2	42
Percent of closed Cases	32.98	51.06	7.45	4.26	95.74

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```
Follow the commands at the bottom to manipulate the report on the
   screen and use h for additional commands.  After the last summary
   report appears, the first report in listing format appears.
```

Time Lapse   **/0325**

User Defined Listing. The program sorts the cases by investigator or group, then elapsed days, batch and sequence number.

```
                        User Defined Time Lapse Report
                                  Listing
                                       Run Date: 11/03/92
State:              XX                    Batch:    9220 - 9225
                                       Status: OPEN AND CLOSED
Completion: Supervisor                 Case Type:  ALL
------------------------------------------------------------------
Total Number of Cases:    94     Percent Cases Completed:     95%
Number of Case Completed  90     Percent Completed 60 Days     34%
Mean Completion Time: 63     Percent Completed 90 Days     87%
Mode Completion Time: 65
------------------------------------------------------------------
Batch  SEQ  SSN          LO    ID     Closed     Days Reopened Comments
-----  ---  ---          --    --     ------     ---- -------- --------
9224   12   476468794    0840  38                149
9220    9   472890708    0720  48     10/05/92   148
9225    1   022388196    0172  32                142
9222    6   326665244    0450  39     10/07/92   136

             Number of Cases:       4

*********************** 120  DAYS ******************************

9223   11   475487864    0145  31     09/15/92   107  3
9220    2   314710742    0140  47     08/14/92    96
9223    6   470603222    0260  33     09/02/92    94
9223   13   476583253    0700  38     09/02/92    94

             Number of Cases:       4

***********************  90 DAYS ******************************

9222   19   470770414    0420  39     07/27/92    64
9221    9   471131839    0800  43     07/20/92    64
9225    6   471528814    0146  43     08/14/92    61

             Number of Cases:       3

***********************   60 DAYS ******************************
```

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```
********************  End of Report  ********************************
```
Official Time Lapse. After you choose the Official Time Lapse
        Report option, the program retrieves your login id from the
        system. The program then performs a privilege check. If you
        have no permission, the program sends a message and exits to
        the calling menu. If you have permission, the following
        series of data entry screens and menus appear.

The screen on your monitor looks like the next illustration when
        you select the first option, for a report based on the batch
        range selected.

The program performs the several validations.

        The beginning batch number and ending batch number
            must be 4 digits.

        The beginning batch number must be greater than or
            equal to 8540 and less than or equal to the
            most recent batch number (latest batch number)
            in the system.

        The week digits (the 2 positions on the right) of
            the batch number must be a valid week
            depending on the year (53 or 52 weeks
            depending on leap year or non-leap year).

        The ending batch number cannot be greater than the
            most recent batch number.

        The beginning batch number should be less than or
            equal to ending batch number.

        If the batch numbers entered are not valid, appropriate
            error messages appear and the user must reenter the
            batches.

At this point **Ctrl-c** and **Ctrl-g** returns the user to the calling
        menu. The user can go to the beginning batch number field
        while in the ending batch number field by pressing **Ctrl-b**.

After entering the batch range, the Case type menu appears.
        Choose the Case Type by pressing the number or the

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highlighted character.

Case Type Selection Screen. The screen on your monitor looks like this after you select the desired batch range for the time lapse report.

```
b_otl2
---------------------------------------------------------------
                    Official Time Lapse Report
                          Case Menu
---------------------------------------------------------------

               1.    Core

               2.    Select all Special Studies

               3.    Pick One or More Special Studies

               4.    All Case Types

               Select an Option:


<Ctrl-w> Help         <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default is "Core".
```

The case type can be a value ranging from 0 to 9.

1, **c**, or **C**ore automatically selects all case types equal to 0.

2, **s**, or **S**elect all Special Studies automatically selects all case types from 1 to 9.

3, **p**, or **P**ick allows the user to pick any special studies case types from 1 to 9, which are in the database.

4, **a**, or **A**ll Case Types automatically selects all case types from 0 to 9.

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If the user chooses the **P**ick option, then a pick screen appears.
Now the user chooses one or more case types.

```
¤otl_pick1
¤
¤--------------------------------------------------------------------------
¤
¤                    Official Time Lapse Report
¤
¤--------------------------------------------------------------------------
¤
¤                                    No. of selected items: 1
¤
¤
           1                          ¤   1                              ¤
¤
¤      -->⟳2                          ¤                                  ¤
 ¤
¤          3                          ¤                                  ¤
¤
¤          7                          ¤                                  ¤
¤
¤                                     ¤                                  ¤
¤
¤
                                                           ¤
¤
¤
¤
¤
¤
¤
¤
¤
```

Time Lapse   **/0325**

```
¤

¤

¤   <Ctrl-w> Help      <Ctrl-g> GotoMenu         <Ctrl-c> Cancel

¤  ¤   <Ctrl-[> Accept   <RETURN> Select Items   <e> Edit Mode    <r> Remove

   ¤
```

Use this screen to select the type of case(s) you want to
include in the report. When your selection of special case
codes is complete, press **Ctrl-[** to accept the codes chosen.
Then the program processes a report for each pick item. If your
database includes Special Studies cases, only those special
studies codes will be available. This Option lets you pick
specific non-0 type cases. Each pick will produce an individual
report(s). See Appendix F for more information about pick.

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The screen looks like this when the program processes the data
for the report on all core QC cases.

```
b_otl3
_____
                        Official Time Lapse Report
-------------------------------------------------------------------



            Preparing Case Time Lapse Summary...

            Batch No. in progress :


```

Time Lapse Report Display Options.   The screen on your monitor will look
like this after it has finished processing the data for the report on
all core QC cases.

```
b_otl4
-----------------------------------------------------------------
                   Official Time Lapse Report
-----------------------------------------------------------------

                    1. View Report

                    2. Printer (system)

                    3. Local printer

                    4. Save Report

             Select an option:

<Ctrl-w> Help        <Ctrl-g> Go To Menu        <Ctrl-c> Cancel
Default is "View Report".
```

   If the user chooses to View, then the reports appear one-by-one.
   If the user chooses to print, then the report goes either to
   the system Printer or to the Local printer.

   If the user selects 4, Save report, the system automatically
   saves the information to the user's home directory under the
   /bqc subdirectory. The name of the file is "olt_summ". The
   system will overwrite any older file with the same name. If the
   you want to keep older timelapse reports, you must rename the
   file containing the report, before selecting this option.

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Time Lapse Report Output Display.   The view option displayes a screen
that looks like this.

```
                    Official Time Lapse Report
                                       Run Date: 09/27/91
       Batches:    9125 - 9138
       No. of cases sampled:  218
    -------------------------------------------------------------


                                 -------------DAYS---
                                 |   60    |   90   |
             ---------------------------------------------
              Number of Cases in System  |   110   |   28   |
                                 |         |        |
             ---------------------------------------------
              Number of Cases Completed  |    64   |   27   |
                                 |         |        |
             ---------------------------------------------
              Percent of closed Cases    |  58.18  |  96.43 |
             ---------------------------------------------


              - a minimum of 70 percent of cases must be completed
               within 60 days of the week ending date of the batch, and

              - a minimum of 95 percent of cases must be completed
               within 90 days of the week ending date of the batch.


    (95%) -Press h for help, q to quit, Space Bar to see more -
```

Change Control Information.   The screen on your monitor looks like
this when you select the Change Control Information option from
the Supervisor Case Management menu.

```
b_cci1
-------------------------------------------------------------
                    Change Control Information
-------------------------------------------------------------




            S to search by SSN/KEY WEEK/CASE TYPE, or
            B to search by BATCH/SEQUENCE NUMBER/CASE TYPE.


            Enter Query Type (S/B):




<Ctrl-w> Help          <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default is "S"
```

Only the QCM or other privileged user can execute this
function. The program checks to verify the permission level
of the current user. Unauthorized access of the program
sends a warning message to the screen and exits to the
calling menu.

This program gives an authorized user the ability to change
control information in the b_master table except for the
batch number and sequence number. The control information
that can be changed are the Social Security Number, the Key
Week, the Local Office Number, the Investigator Signoff
Date, and the Case Type. If the Batch Number or Sequence
Number is incorrect, call the Hotline for help.

The user selects the case using the SSN/KEY WEEK/CASE TYPE
or BATCH #/SEQUENCE #/CASE TYPE key codes. A prompt for **S**

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or **B**, representing both query types, appears. The user
enters **S** or **B** using either upper or lower case. The default
is **S**, so pressing **Enter** or **Return** automatically selects the
SSN option. **Ctrl-c** returns the user to the query screen,
and **Ctrl-g** returns the user to the Supervisor Case
Management menu. **Ctrl-w** displays a help message for the
selection type prompt.

SSN Selection Screen.   The screen on your monitor looks like this
when you select the Social Security Number selection option from
the Change Control Information screen.

```
b_cci2a
--------------------------------------------------------------------
                      Change Control Information
                 (Query by SSN / Key Week  / Case Type)
--------------------------------------------------------------------



     SSN:                   Key Week:                 Case Type:



<Ctrl-w> Help   <Ctrl-b> PrvField    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel


Enter the Social Securily Number.
```

    Ctrl-b (Backup) allows the user to move the cursor back one
field before generating action within the current field.
The backspace key will not work here.

    Enter the Social Security Number, Key Week, and Case Type of
the case whose control information fields needs changing.
 This insures that you select the one specific case that
needs modifying and not another case that has the same SSN

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but a different key week or case type. Enter all three
fields. The program checks for proper format and length.

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Change Control Information /0326

The program also checks the Key Week to assure that it is a
valid date, and not a future date.

Enter the month, day, and year of the Key Week using two
positions for each part (MMDDYY). The program rejects any
other format. Months up to October may be preceded by 0.
Days less than 10 must have a leading 0. Use the last two
digits of the year, i.e., 92 for 1992. No need to enter
slashes or other separators, but if you do enter slashes as
separators, the cursor moves automatically to the next
field. You must use **Enter** or **Return**, after you enter the
date with only numbers and no separators. The program
displays the slashes between the month and day and the day
and year part of the Key Week code even if you did not enter
them.

The case type is a single numeric character between 0 and 9.
The default for the case type is zero (0).   Case Types 1
through 9 belong to special study cases.

Batch Number Selection Screen.   The screen looks like this when you
select the Batch Number selection option from the Change Control
Information screen.

```
b_cci2b
------------------------------------------------------------------------
                      Change Control Information
             (Query by Batch / Sequence # / Case Type)
------------------------------------------------------------------------



     Batch:           Sequence #:           Case Type:


<Ctrl-w> Help  <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel


Enter the Batch Number.
```

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Change Control Information /0326

This screen selects the case by the Batch Number, Sequence
Number, and Case Type. All three items must be entered.
Remember only the SSN, Key Week, Local Office Number,
Investigator Signoff Date, and the Case Type can be changed
through this process, even though you use batch and sequence
number to select the case.

The default value for Case Type is 0. Press **Enter** when the
cursor is in this field and the program automatically
searches for the case with a Case Type of 0. If the program
cannot locate the case you entered, it generates an
appropriate message.

Case Update. Once you enter the case key codes for the case you
want, the program attempts to locate the case in the
database. If the program finds the case, the control
information appears above and below the headings. The
cursor is active on the bottom row only, allowing the user
to change the Social Security Number, Key Week, Local Office
Number, Investigator Signoff Date, and the Case Type of the
selected case.

```
b_cci3b
----------------------------------------------------------------------
                    Change Control Information
----------------------------------------------------------------------


   234567890        12/17/1994       3629        01/11/1995            0

     SSN            Key Week         LO      Inv Signoff Date    Case Type:

   234567890        |               3629        01/11/1995            0



<Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
<Ctrl-[> Accept      <Ctrl-u> Undo
Enter the Key Week.
```

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This screen appears when the program is ready to receive
your entry. The existing case control information appears
on the top and bottom line of the display. The cursor
automatically advances to the next field once you fill the
current field. **Enter** or **Return** advances the cursor one
field without affecting the current field.

You can make the original value return by pressing **Ctrl-u**.
After you fill each field, the cursor moves automatically to
the next field. The program validates each field prior to
moving on to the next field. Specifically, the program
verifies the following:

   that the Key Week is a valid date and not a future date;
    that the Local Office number is an office number
contained in the Local Office Table; and
   that the Investigator Signoff Date is not null.

If any of the validations fail, an error message appears on
the screen.

Typing past the Case Type field will cause the cursor to
wrap to the SSN field. Typing to the left of the SSN field
will cause the cursor to wrap to the Case Type field. The
up arrow key moves the cursor left and the **down arrow** key
moves it to the right.

The program checks each field for proper length and format.

After you make the desired changes to the control
information, press **Ctrl-[** to enter the changes as a
permanent part of the database. The program then returns
the selection screen of the type that you previously used.
To exit the Change Control Information screens, press **Ctrl-
g**, GotoMenu, to return to the Supervisory Case Management
Menu. Press **Ctrl-c**, Cancel, to cancel the current screen
and retreat one screen at a time until the user reaches the
Supervisory Case Management Menu.

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/0327 **Stamp**

Stamp.   Only the QCM and privileged users can execute this function. The program checks to verify the permission level of the current user. The program sends a warning message when unauthorized user attempts to access the program, and the screen returns to the calling menu.

The BQC Stamp program gives the privileged user(s) the ability to create a stamp or modify a previous stamp. Because State law or policy cause some data items always to have the same coded value, use this program to prefill the items for each case entering the database. For example, States that only pay on a bi-weekly schedule may decide to stamp field f12 with code 2. Once created, the program places code 2 in field f12 for all downloaded cases. Additionally, the user can print a status report showing all current stamps.

The user creates or modifies any of the 16 fields identified by the Stamp program. These 16 fields are:

Label	Short Name
c4	Init Clm File
e7	Wks Worked Before
e8	Wks Worked After
e13	Depend Before
e14	Depend After
e15	Depend Allow Before
e16	Depend Allow After
f11	KW File Meth
f12	KW Cert
g1	W S Requirements
g2	JS Req
g3	Act/Cur Regist
g4	JS Defer
g10	KW Contacts
g11	Prior KW Contacts
g12	Contacts Inv

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Stamp /0327

The first screen looks like this when you select the Stamp
option from the Supervisor Case Management menu.

```
b_stmp1:   <Ctrl-w> Help        <Ctrl-g> GotoMenu    <Ctrl-c> Cancel
           <Ctrl-n> NxtScreen   <Ctrl-p> PrvScreen   <Ctrl-[> Accept
------------------------------------------------------------------------
                            BQC Stamp
------------------------------------------------------------------------


              c4          Initial Claim Filing      2

              e7          # Weeks Worked Before          -2
              e8          # Weeks Worked After           -2

              e13         # Dependents Before            -2
              e14         # Dependents After             -2

              e15         Depend Allow Before           $-2
              e16         Depend Allow After            $-2

              f11         KW Filing Method               1
              f12         KW Certification Proc          1



Enter the initial claim filing method.
```

If a BQC Stamp data file exists, the current settings of the
stamp show on the screen. Any field that is null does not
display a value.

Appropriate data entry messages for each field appear at the
bottom of the screen. The program checks each field for
valid entries. If the entry is valid, the cursor
automatically goes to the next field. If the entry is
invalid, the program sends an appropriate message to the
bottom of the screen. Pressing the **Enter** key or the **up** or
down arrow keys causes the cursor to move to the next data
entry field.

Ctrl-w provides online help text for the specific data

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element.

After filling the last data element field on the first
screen, the next screen appears. The screen looks like
this.

```
b_stmp2:  <Ctrl-w> Help       <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
          <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen  <Ctrl-[> Accept
-----------------------------------------------------------------
                            BQC Stamp
-----------------------------------------------------------------


            g1        Work Search Requirements      -2

            g2        JS Registration Req

            g3        Act/Cur Registered JS

            g4        JS Deferred

            g10       # KW Job Contacts

            g11       Prior KW Contacts

            g12       Contacts Investigated          0



Enter work search requirement code.
```

Use Ctrl-n and **Ctrl-p** to move among the Stamp screens.

After entering data in the last data field, the user
returns to the previous Stamp screen. Press the **Ctrl-[** to
save the current settings.

After pressing **Ctrl-[**, a message asks whether the user
wishes to print a copy of the current Stamp settings.

```
b_stmp2:  <Ctrl-w> Help       <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
          <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen  <Ctrl-[> Accept
-----------------------------------------------------------------
                          BQC Stamp
-----------------------------------------------------------------

          g1        Work Search Requirements     -2

          g2        JS Registration Req

          g3        Act/Cur Registered JS

          g4        JS Deferred

          g10       # KW Job Contacts

          g11       Prior KW Contacts

          g12       Contacts Investigated         0


Do you wish to print the Stamp Status Report? (Y/N):
Enter the actively/currently registered job search code.
```

After entering either **y** or **n**, the user returns to the
Supervisor Case Management Menu.

Ctrl-c cancels any newly made entries and returns the user
to the Supervisor Case Management Menu.

Ctrl-g returns the user to the Supervisor Case Management
Menu.

Ctrl-p returns the user to the previous BQC Stamp Screen.

Ctrl-n takes the user to the next BQC Stamp Screen.

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Chapter V
ENVIRONMENT SETTINGS

The screen that appears after you select the Environment Settings
option looks like this.

```
m_033
                      ENVIRONMENT SETTINGS MENU

-------------------------------------------------------------------

              1     Staff (T)able

              2     (L)ocal Office

              3     (V)alidation Limits

              4     (C)ase Review Control

              5     (S)tate Options

              6     E(x)it

-------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help                <Ctrl-c> Cancel                <Ctrl-x> Logout
```

The remainder of Chapter Five discusses these options in greater
detail.

/0331   **Staff Table**

Staff Table. The screen on your monitor looks like this when you
select the Staff Table option from the Environment Settings menu.

```
m_0331
                        STAFF TABLE MENU


----------------------------------------------------------------

            1    (A)dd staff

            2    (C)hange staff record

            3    (D)elete staff record

            4    (P)rint staff table

            5    (Q)uery staff table

            6    E(x)it

----------------------------------------------------------------
Use the directional arrow keys  or  the space bar and press RETURN or
press the number preceding or the letter in parentheses to select the
application you wish to run
<Ctrl-w> Help              <Ctrl-c> Cancel            <Ctrl-x> Logout
```

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Staff Table /0331

Add Staff.   This screen appears when you select the Add Staff
option from the Staff Table menu.

```
ADD STAFF: <Ctrl-b> PrvField   <Ctrl-c> Cancel      <Ctrl-g> GotoMenu
           <Ctrl-n> NxtScreen  <Ctrl-p> PrvScreen   <Ctrl-[> Accept
---------------------------------------------------------------------
 login id:          fname:                lname:
 location:                         STAFF id:        QCS id:
---------------------------------------------------------------------
Enter the user's login name








                                                    staff screen   0

```

First, enter the login id of the new staff person followed
by **Enter**. The System Administrator provides this id or name
when the system accepts a new account. Enter the first name
next; then the last name. Enter the location where the
person works. This can be any designation that has meaning
for your organization. For example it could be central QC
office or local office #5 or Southwest District. Try to
make the entries consistent with regard to capitalization
and phrasing. The computer doesn't know that local office
#5 and Local Office 05 are the same. Later when you want to
select a record, the identifying information must exactly
match the way the information appears in the database.

Enter the staff id. This number must be unique to the
individual. If the new staff member is an investigator,
enter the investigator id here. If not, assign any unused

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number. The QC manager's Staff id must equal 5.

If you press **Ctrl-[** after entering the Staff id, the program
enters the default QCS id of 5. You can also enter the QCS
id yourself. This item allows States to delegate specific
management responsibilities such as case assignment or
supervisory case review to designated staff members. The QC
manager's QCS id must equal 5. The record for new staff who
report directly to the QC manager should show 05 in the QCS
field. Other staff records should show the staff id of
their supervisors. The individual with designated
responsibilities needs to have the same QCS id as their
Staff id in order for this feature to work.

A prompt now appears, asking you to enter a number that
relates to the job classification of the new staff member.
Enter **1** for Clerk; **2** for Investigator; **3** for Analyst; **4** for
QCS; **5** for QCM. The program uses this information to set
the default access privileges for the various BQC programs.
In States that do not delegate management responsibilities
the QC Supervisor is synonymous with QCM. The QCM
classification allows access to all the software for all the
staff. Other staff members can receive all or some of these
same privileges if granted by the QCM.   For those States
that do delegate responsibility, the QCS designation
represents a second managerial level.

After you enter the job classification, the screen shows the contents of the staff table for the new staff member.

```
ADD STAFF: Query  Delete  First  Next  Previous  Last  Exit

-----------------------------------------------------------------
 login id: tocjas    fname: Jenevive        lname: Sumthin
 location: my local office          STAFF id: 93      QCS id: 5
-----------------------------------------------------------------
                                      All        GroupIndividual
                                      ---        ---------------
      Update Cases                     y          y              y

      Interstate Request Logs          y          y              y

      DCI Report                 y           y            y

      New Investigative Assignments  y          y              y

      Fast Supervisory Signoff         y          y              y

      User Defined Time Lapse          y          y              y
   Record:  1 of  1                                staff screen 1
```

Note that various software programs appear in vertical rows. There are three columns labeled "All", "Group", and "Individual" opposite each program. Where the columns and rows intersect, either the letter **n** (for No) or the letter **y** (for Yes) appears. You must decide whether these designations are appropriate. For example, suppose that the new staff person is a BQC investigator. The first program listed is Update Cases. The default is "n" across all three columns. If you do not change this, the new investigator cannot update any case. If you change the "All" column to "y", then the new investigator can update all assigned BQC cases. If you change the "Group" column to "y", then the investigator can update only cases assigned to staff with the same QCS id as the investigator's. Lastly, if you change the "Individual" column to "y", the investigator can update only cases assigned to their staff id.

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When you come to the end of the first screen, the next
screen automatically appears containing additional software
programs. There are a total of three screens. The second
screen looks like this.

```
ADD STAFF: Query  Delete  First  Next  Previous  Last  Exit

----------------------------------------------------------------
 login id: tocjas    fname: Jenevive        lname: Sumthin
 location: my local office          STAFF id: 93        QCS id: 5
----------------------------------------------------------------
                                    All        Group Individual
                                    ---        ---------------
        Case Review Report           y           y             y

        Case Assignment         y          y            N/A

        Case Reassignment            y           y           N/A

        Change Control Information   y           y           N/A

        Reopen Completed Cases       y           y           N/A


   Record:  1 of  1                              staff screen 2
```

Note the four N/As in the Individual column. The software
does not permit individuals to assign or reassign their
cases. Neither can individuals change control information
or reopen cases assigned to them. These are functions that
logically belong to someone with supervisory authority.

The third screen looks like this.

```
ADD STAFF: Query  Delete  First  Next  Previous  Last  Exit


-----------------------------------------------------------------
 login id: tocjas   fname: Jenevive      lname: Sumthin
 location: my local office          STAFF id: 93      QCS id: 5
-----------------------------------------------------------------
   Case Conversion             y     Official Time Lapse     y

   Set BQC Functions      y    Set Validation Limits    y

   Set Local Office Table y    Sample Validation        y

   Sample Characteristics y    Rates Calculations       y

   Standard Reports       y    Stamp                    y

   BQC Select Rights      y

   Record:  1 of  1                          staff screen 3
```

When finished with this individual, press **Ctrl-[** for the
record to be added to the authorization table. You may now
add more staff or terminate the session by pressing either
Ctrl-c or **Ctrl-g**.

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Change Staff Record.   This screen appears when you select the
change staff record option from the Staff Table menu.

```
CHANGE STAFF: Query  Update  First  Next  Previous  Last  Screen  Exit
Query on staff table
-----------------------------------------------------------------
 login id:            fname:                 lname:
 location:                       STAFF id:          QCS id:
-----------------------------------------------------------------








                                               staff screen   0
```

Highlight Query at the top of the ring menu and press **Return**.
This will move the cursor to the identification portion of the
screen. Use **Tab** to move to the item you want to use to select
the record(s) that need changing. The entry you make must
exactly match the way the record appears in the database. You
may decide to use the STAFF id field because numbers have only
one form, unlike letters that can be either upper or lower case.
 When you have entered enough information to obtain the record,
press **Ctrl-[**. If successful, the bottom portion of the screen
appears, with the remainder of the identification fields.

Note the highlighted word **Update** at the top of the ring menu. To
procede with changing the record, press **Return** and the cursor
moves to the record identification portion of the form. Continue
pressing **Return** until you reach the item you want to change, if

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any. Enter the new data. **Ctrl-d** clears the field of the any
data. To change a permission, continue pressing **Return** until you
reach the correct one. Then press either **y** for yes or **n** for no.
After you make all the changes to this specific record, press
Ctrl-[. You may now proceed with changing any other records that
you selected. When done, move the cursor to the top of the ring
menu. Then highlight the word **Exit**. The menu that initially
called the program returns to the screen.

Delete Staff Record. This screen appears when you select the delete
staff record option from the Staff Table menu.

```
DELETE STAFF: Query  Delete  First  Next  Previous  Last  Exit
Query on staff table
-----------------------------------------------------------------------
 login id:          fname:                  lname:
 location:                          STAFF id:          QCS id:
-----------------------------------------------------------------------
```

First, select **Query** by highlighting this word at the top of
the ring menu. The commands on the top line change and the
cursor moves into the area of the screen that begins with
the field "login id". The screen now appears like this:

```
DELETE STAFF: <Ctrl-c> Cancel  <Ctrl-[> Accept
Enter criteria for selection
-----------------------------------------------------------------
 login id:            fname:                 lname:
 location:                           STAFF id:          QCS id:
-----------------------------------------------------------------
Enter the user's login name
```

Move the cursor to the field(s) you want to use to select
the record. Enter the identifying information and press
Ctrl-[. Remember you must enter the information exactly as
it appears in the database in order for the record to be
found by the program. If the record is not found, check the
case (upper or lower) of your entry, highlight Query, and
reenter the information. If this fails, try again using
other identifying information. You can select more records
than you need without harm.

The commands at the top change again. The remainder of the
identifying information appears. The first page of the
record appears at the lower part of the screen. Now the
screen looks like this:

```
DELETE STAFF: Query  Delete  First  Next  Previous  Last  Exit
Delete current UAF record
-----------------------------------------------------------------
 login id: tocjas   fname: Jenevive      lname: Sumthin
 location: my local office          STAFF id: 93      QCS id: 5
-----------------------------------------------------------------
Are you sure (N/Y)
                                  All         Group Individual
                                  ---         ---------------
     Update Cases                  y           y            y

     Interstate Request Logs       y           y            y

     DCI Report              y           y           y

     New Investigative Assignments  y          y            y

     Fast Supervisory Signoff      y           y            y

     User Defined Time Lapse       y           y            y
Default value is "No".        <Ctrl-w> Help          staff screen 1
```

The default is No. This returns the cursor to the top of
the ring menu for you to find the correct record to delete
or to exit. If the record is the one to be deleted, press **y**
or **Y**. The screen informs you that you have deleted one
record. The cursor moves to the top of the ring menu. You
may continue to delete other records. When the deleting
session is over, you highlight the word **Exit**. The screen
returns to the previous vertical menu.

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Print Staff Table.   This screen appears when you select the Print Staff Table option from the Staff Table menu.

```
PRINT STAFF TABLE: <Ctrl-c>  Cancel <Ctrl-[> Accept
Enter criteria for selection
-----------------------------------------------------------------
 login id:            fname:                 lname:
 location:                           STAFF id:          QCS id:
-----------------------------------------------------------------
```

Move the cursor to the item you want to use for the query. Enter the value and press **Ctrl-[**. The first record appears and the program prompts you to confirm printing all records. If you indicate "no", the cursor returns to the login id field, so that you can reenter selection criteria. When the correct record appears, confirm printing by pressing **y** for yes. The program informs you it sent the record(s) to the printer. In this situation, the program sends the record to the system printer. There is no provision in the current BQC software for printing the staff table records locally.

Press **Return**. Now enter another record or terminate the session by pressing **Ctrl-c**.

Staff Table /0331

Query Staff Table. This program provides information only. This is
the first screen of the Query Staff Table option.

```
QUERY STAFF: <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter criteria for selection
---------------------------------------------------------------
 login id:          fname:                 lname:
 location:                       STAFF id:          QCS id:
---------------------------------------------------------------
Enter the user's login name




                                              staff screen 0
```

Move the cursor to the item you want to use, enter the
identifying information, and press **Ctrl-[.** The first case
appears on the screen. Press **n** for the next record and **e** to
terminate the program.

```
QUERY STAFF: Query  First  Next  Previous  Last  Screen  Exit
Query on staff table
------------------------------------------------------------------
 login id: tocjas    fname: Jenevive        lname: Sumthin
 location: my local office          STAFF id: 93        QCS id: 5
------------------------------------------------------------------
                                    All       Group Individual
                                    ---       ---------------
      Update Cases                   y          y             y

      Interstate Request Logs        y          y             y

      DCI Report               y          y          y

      New Investigative Assignments  y          y             y

      Fast Supervisory Signoff       y          y             y

      User Defined Time Lapse        y          y             y
Record 1 of  5                                   staff screen 1
```

/0332   **Local Office Table**

Local Office Table. The Local Office Table contains information
associated with each local office including a QCS in the b_qcslo
table. The Local Office Table program allows the user with "All"
access permission to add, change, delete, print, and query the
information in the table.

    The information contained in this table is useful in
individualizing form letters and report preparation.

    The screen looks like this when you select the Local Office
Table option from the Environment Settings menu.

```
m_0332
                        LOCAL OFFICE TABLE MENU

-------------------------------------------------------------------

             1     (A)dd local office

             2     (C)hange local office

             3     (D)elete local office

             4     (P)rint local office table

             5     (Q)uery local office table

             6     E(x)it


-------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel              <Ctrl-x> Logout
```

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Add Local Office.   This screen appears when you select the Add Local
      Office option from the Local Office Table menu.

```
Add Local Office: <Ctrl-c> Cancel    <Ctrl-g> GotoMenu  <Ctrl-[ Accept
                  <Ctrl-n> NxtScreen <Ctrl-p> PrvScreen
-----------------------------------------------------------------------
                          LOCAL OFFICE TABLE
-----------------------------------------------------------------------


Office ID:     Name:                             Assigned QCS:

Area:                    Manager:

Address:
      :
      :

City:                    State:         Zipcode:

Telephone:               Fax number:


                                       Local Office Screen
Enter Local Office number




                                                       staff screen   0
```

      Enter the Office ID number of the local office followed by

Enter. The program expects four numerals. Next enter the
name of the office. If your QC staff has broad supervisory
functions at the local level, enter that person's id as
contained in the staff table. This linkage is critical to
the successful execution of the Case Allocation program. If
you don't want this flexibility, simply press **Enter**, and the
program enters the default id, 05. Enter the local office
area. This field is optional. If you do not use this
information, press **Enter** and the cursor advances to the next
item. Enter the manager's name, address of the office,
City, State, Zipcode, and pertinent phone numbers. The
zipcode field provides for the extended 9-digit code and
automatically places the hyphen before the last four digits,
and the telephone numbers provide for an area code.

When finished with this local office, press **Ctrl-[** for the
record to be added to the table. You may now add more local
offices or terminate the session by pressing either **Ctrl-c**
or **Ctrl-g**.

Change Local Office.   This screen appears when you select the
change local office option from the Local Office Table menu.

```
CHANGE LOCAL OFFICE:  Query  Update  First  Next  Previous  Last
Exit
Query on local office table
----------------------------------------------------------------
-
                        LOCAL OFFICE TABLE
----------------------------------------------------------------
-


Office ID:     Name:                           Assigned QCS:

Area:                      Manager:

Address:
      :
      :

City:                      State:          Zipcode:

Telephone:                 Fax number:


                                    Local Office Screen









                                              staff  screen
0
```

Highlight the word **Query** at the top of the ring menu and
press **Return**. Use **Return** or **Tab** to go to the item you are
using to select the record(s). The entry you make must
match exactly the way the record is in the table. You may
want use a number field because numbers have only one form.
 Letters can be either upper or lower case or abbreviated in
numerous ways. When you have entered enough information to
obtain the record(s), press **Ctrl-[**. If successful, the
information contained in the first record displays on the
screen. The highlighted word on the ring menu is **Update**.
The number of this record and the total number of records
selected shows at the bottom left.

Decide if this is the record that you want to change. If
not, press **n** for next (or highlight **Next** and press **Return)**.
 Continue until the record you want appears on the screen.
When you get to the correct record, press **Return** until you
reach the item you want to change. Enter the new data.
Ctrl-d clears the field of any data. When you make all the
changes necessary, press **Ctrl-n** to go to the next record, if
any. Continue until there are no more changes to any other
record you selected. When done, press **Ctrl-[**. This
updates the records and the screen that allows you to query
another collection of local office records appears. When
you finish making the changes, press **e** for exit (or
highlight the word Exit and press **Return).** The menu that
called the program returns to the screen.

Delete Local Office. This screen appears when you select the delete
Local Office option from the Local Office Table menu.

```
DELETE LOCAL OFFICE:   Query   Delete   First   Next   Previous   Last
Exit
Query on Local Office table
-----------------------------------------------------------------
-
                        LOCAL OFFICE TABLE
-----------------------------------------------------------------
-


Office ID:      Name:                           Assigned QCS:

Area:                       Manager:

Address:
       :
       :

City:                       State:          Zipcode:

Telephone:                  Fax number:


                                     Local Office Screen








                                                staff screen
0
```

Highlight the word **query** and press **Return**. Move the cursor
to the field(s) you want to use to select the record. Enter
the identifing information and press **Ctrl-[**. Remember you
must enter the information exactly as it appears in the
database in order for the program to find the record. If
the record is not found, check the case (upper or lower) of
your entry, highlight Query, and reenter the information.
If this fails, try again using some other identifying
information. It is sometimes easier to use a number field
as there is less ambiguity. You can select more records
than you need without harm, even though you only want to
delete one record.

If the query is successful, the information contained in the
first record displays on the screen. **Delete** on the ring
menu is highlighted. Also the number of this record and the
total number of records selected shows at the bottom left.

Decide if this is the record that you want to delete. If
not, press **n** for next (or highlight **Next** and press **Return)**.
 Continue until the record you want appears on the screen.
When you get to the correct record, press **Return**. A message
appears at the bottom left of the screen asking you to
confirm the deletion of this record. If this record should
NOT be deleted, press **n** for no or **Return** (which is the
default). Otherwise press **y** and the record is removed from
the database. You may now continue to delete other records
selected by the query. When you are finished highlight **Exit**
and return to the previous vertical menu.

Local Office Table   **/0332**

Print Local Office Table. This screen appears when you select the Print Local Office Table option from the Local Offfice Table menu.

```
PRINT LOCAL OFFICE TABLE:  <Ctrl-c> Cancel           <Ctrl-[> Accept
Enter criteria for selection


----------------------------------------------------------------------
                           LOCAL OFFFICE TABLE
----------------------------------------------------------------------


Office ID:     Name:                            Assigned QCS:

Area:                    Manager:

Address:
      :
      :

City:                    State:        Zipcode:

Telephone:               Fax number:


                                     Local Office Screen











                                               staff screen    0
```

Enter the query criteria for the record(s) that you want to
print. The default collects ALL records for printing. To
use the default, press **Ctrl-[**. Remember all the cautions
regarding entering exact query criteria. It's often better
to use number fields as character fields can be upper or
lower case and contain variable abbreviations.

When the program locates the records, the screen prompts you
to confirm printing these records. The number of records
selected appears beneath the Local Office Table title. If
you've made a mistake or for some other reason wish to
change or cancel the session, press **n** for No. If it's OK to
print, press **y** for Yes or **Return** which is the default. The
screen on the monitor returns to the previous vertical menu.

The program sorts the records by QCS ID. The program begins
a new page when the QCS ID changes. Four records can fit on
a single sheet of standard 8.5 x 11 inch paper.

Query Local Office Table. This screen appears when you select the Query
Local Office Table option from the Local Office Table menu.

```
QUERY LOCAL OFFICE:  Query  First  Next  Previous  Last  Exit
Query on local office table
-----------------------------------------------------------------
                        LOCAL OFFICE TABLE
-----------------------------------------------------------------


Office ID:     Name:                          Assigned QCS:

Area:                       Manager:

Address:
      :
      :

City:                       State:        Zipcode:

Telephone:                  Fax number:


                                   Local Office Screen










                                          staff screen    0
```

This option allows the user to read the information
contained in the local office table. Move the cursor to the
item you want to use to select the record(s) and enter the
identifying information. Then press **Ctrl-[.**

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If you select more than one record, you can page through
using **f** for first, **n** for next, **p** for previous, and **l** for
last record in a collection. Another method of changing to
another record is to highlight the desired ring option and
press **Return**.

Press **e** for Exit, or highlight the word and press **Return**,
to terminate the session.

/0333   **Validation Limits**

Validation Limits.   This option allows you to set and/or alter the
upper and lower numeric values for specific data elements based
on your State law and policy. There is only one screen in this
option. There are twenty-four data fields through which you can
scroll using the **Return** key or arrow directional keys. Each of
these fields can be set or changed when you select the Validation
Limits option from the Environment Settings menu. The first
twelve elements appear below.

```
b_vl
-------------------------------------------------------------------
                          Validation Limits
-------------------------------------------------------------------
                                              A b s o l u t e
Field Name     Minimum    Maximum         Minimum    Maximum
=========      =======    =======         =======    =======
  b8                      0      99999                0      99999
  b10           0      99999                0      99999
  e1                      1         50                1         50
  e2                      0         50                0         50
  e3                      1     999999                1     999999
  e4                      0     100000                0     100000
  e5                      1      99999                1      99999
  e6                      0      99999                0      99999
  e7                      1         53                1         53
  e8                      0         53                0         53
  e9                      1        400                1        400
  e10           0        400                0        400

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

You can only enter values in the "Minimum" and "Maximum"
columns. The screen shows default values set for the
elements. Change these values to coincide with your State's
law or policy up to the values specified in the "Absolute
Minimum and Maximum" columns. For example, normally you
want to restrict entries to any number between your State's
minimum and maximum WBA and MBA. You can enter the limits
under your State law, thus tightening the validation and
reducing entry errors. Only the National Office can change
the values in the "Absolute Minimum and Maximum" columns.

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Validation Limits   **/0333**

Use the **arrow** keys or press the **Return** or **Enter** key to move from field to field. Use the space bar to delete an entry. Press **Ctrl-w** to see a help screen listing the data elements with their long and short names. Highlight the word **Screen** and press **Return** to scroll down the list. If you want to exit this option without saving changes, press **Ctrl-c**, cancel or **Ctrl-g**, GotoMenu; both take you back to the Supervisor menu. Press **Ctrl-[**, to update the data entry fields. This saves any new values entered during the session.

The remaining twelve of the twenty-four data element fields appear below with the default values.

```
b_vl
-----------------------------------------------------------------------
                            Validation Limits
-----------------------------------------------------------------------
                                              A b s o l u t e
Field Name     Minimum    Maximum          Minimum    Maximum
==========     =======    =======          =======    =======
   e11                    1      99999                1      99999
   e12                    0      99999                0      99999
   e13                    0         99                0         99
   e14                    0         99                0         99
   e15                    0        999                0        999
   e16                    0        999                0        999
   g5              0         99                0         99
   g7              0         99                0         99
   g9              0         99                0         99
   g10                    0         99                0         99
   g11                    0         99                0         99
   mcatyp                 0          9                0          9

<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Try to avoid changing the values to the "absolute". For example, the system allows any value between one and 25 for Base Period Employers Before Investigation. Pick a reasonable value. When a case with more Base Period Employers Before Investigation occurs, try this. Before

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entering the case data, increase the maximum value to the
new number. Then enter the data. After closing the case,
return the maximum to the reasonable value.

/0334   **Case Review Control**

Case Review Control.   Case Review Control is a new feature of the
BQC software. This option allows the State to select any, all or
none of the 40 Case Review items. These forty items are soft
edits or warnings. They recognize unusual code relationships.
This menu option provides the case review statements, all
carrying the default "yes". The program applies the DCI codes to
any Case Review statement you leave with the "yes" designation.
If you change the designation in this option to "no", the program
disregards that statement.

> The BQC Supervisor/Manager determines when the Case Review
> program runs. Some may want the investigator to be warned
> if any these unusual codes occur when they complete the case
> (i.e., when they enter code 1 in h7 of the DCI). This
> happens when investigators have permission to run the Case
> Review program in the Staff Table (path /0331). Under these
> conditions, the investigator changes the offending DCI code
> or documents why the codes are valid.

> Other managers may want to use Case Review as a tool for
> their review of cases. In this case, only the supervisor(s)
> should have permission in the Staff Table to run the
> program. In this instance, the program runs at case
> closure, i.e., when h9 of the DCI contains code 1 or 0.

> The case review program can be run at anytime from the
> Investigator Case Management menu. Use this method if you
> want the Case Review report before final review of the case.

> The default for all forty items is "yes". This means if you
> want all the unusual conditions to apply, do nothing.
> Please review the list of conditions (located in Appendix E)
> and change any that do not apply or in your judgement are
> not worth checking on every case.

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The following screen appears when you press **Case Review
Control** from the Environment Settings menu (**c**, **C**, or **4**).
That is, if you have permission in the staff table, under
BQC functions.

```
b_crc1
-----------------------------------------------------------------------
                          Case Review Control
-----------------------------------------------------------------------

    croe1:  Y       croe6:  Y        croe11:  Ycroe16:  Y

    croe2:  Y       croe7:  Y        croe12:  Ycroe17:  Y

    croe3:  Y       croe8:  Y        croe13:  Ycroe18:  Y

    croe4:  Y       croe9:  Y        croe14:  Ycroe19:  Y

    croe5:  Y       croe10: Y        croe15:  Ycroe20:  Y
Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).


<Ctrl-n> NxtScreen   <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Notice the statement at the bottom of the croe columns.
This is the condition that the computer looks for if you
keep the **Y** for yes. If you want to keep this condition,
simply press **Enter**. The cursor advances to the next item.
If you don't want the condition, type the letter **n**. It
appears on the screen as "N". The cursor automatically
advances to the next item. When you finish with croe20,
press **Ctrl-n** to address croe21 through croe40.

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Screen two looks like this:

```
b_crc2
-----------------------------------------------------------------
                        Case Review Control
-----------------------------------------------------------------

     croe21:  Y      croe26:  Y      croe31:  Ycroe36:  Y

     croe22:  Y      croe27:  Y      croe32:  Ycroe37:  Y

     croe23:  Y      croe28:  Y      croe33:  Ycroe38:  Y

     croe24:  Y      croe29:  Y      croe34:  Ycroe39:  Y

     croe25:  Y      croe30:  Y      croe35:  Ycroe40:  Y
     cr_ace:
Key Week Action (ei2) is equal to 14.(Would be used only in states that do
not have a formal warning policy.)



<Ctrl-p> NxtScreen   <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Note that you can return to screen one by pressing **Ctrl-p**.
Note also the item cr_ace: beneath croe25. Enter here the
full path and name of your ACE report, if you want
additional agency specific conditions added to the Case
Review report. Otherwise, this field should be left blank.
 **If you have developed an ACE report, the full path of the
user developed ACE report must be specified.** For example:

> /homedir/smith/myace.arc

In this example, the user 'smith' has developed an ACE
report, named 'myace.arc'. Remember compiled ACE reports
must use the file extension .arc. **The full path and name of
the ACE report must not exceed 50 characters.** After
entering the full path of the ACE report, you must press the
Enter key for the program to accept the name in the cr_ace

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field.

Please refer to Chapter III-D, Case Review Report, for more
information on user-developed ACE report.

When done, press **Ctrl-[** to save any changes that you made.
The Case Review program checks for only those conditions
that are marked **Y**. If successful, the vertical menu
appears on the monitor.

State Options.   The screen on your monitor looks like this when
you select the State Options menu item on the Environment
Settings menu.

```
m_0335
                        STATE OPTIONS MENU

-------------------------------------------------------------------

            1     (S)tate Option Control

            2     (E)rror Option Control

            3     State Option (D)ata Dictionary

            4     State Option (V)alidation

            5     Error (O)ption Validation

            6     E(x)it

-------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help            <Ctrl-c> Cancel            <Ctrl-x> Logout
```

The remainder of this chapter discusses the first three menu
options (State Option Control, Error Option Control, and State
Options Data Dictionary). The other two options will be
available at a later date.

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State Options   /0335

State Option Control.   This menu option allows the State to define
additional fields to be collected for all cases investigated by
BQC. Such fields could be the Claimant's name, address, specific
operational items or general comments.

> Once you define these fields, you can enter the data either
> from the ring menu (option **S**) of the Update Cases by Key
> Code or by Query options (path /03121 or /03122). You also
> can enter data into these fields directly from the Update
> State Options menu item (path /03123). Use the Update State
> Options item to add State option data even to an already
> closed and reviewed case.
>
> If the State wants to collect data relating specifically to
> errors found by BQC, those fields must be created separately
> using the Error Option Control menu item described in the
> next section of this chapter.
>
> The screens may appear somewhat different from the screens
> you have encountered elsewhere in the BQC software. This is
> because this option evokes the INFORMIX isql commercial
> software without intervening BQC customization. Refer to
> your INFORMIX isql documentation for specific procedures to
> use.
>
> Before you start, plan very carefully the fields and
> definitions you want to add. Consider also the order of
> these fields. The b_stateoption table can contain up to
> seven screens of entry items. Note that a character field
> cannot exceed 512 characters in size. Check isql
> documentation for other limitations and definitions.
>
> You'll probably want to write definitions, codes, and
> instructions for these fields as well.
>
> When you are ready to start, select State Option Control (**s**,
> **S**, or **5**) from the State Options Menu, m_0335. This is path
> /03351. If you have permission to run this program, the
> following isql screen appears on the monitor.

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```
ALTER TABLE b_stateoption :  Add  Modify  Drop  Screen  Exit
Adds columns to the table above the line with the highlight.

---Page 1 of 1---- uidb------------Press Ctrl-w for Help----

Column Name     Type        Length              Index      Nulls

sbatch          Smallint                                   Yes
sseq            Smallint                                   Yes
scatyp          Smallint                                   Yes
```

Add the case-specific fields to an existing table called
b_stateoption. This table contains three identifying fields
that link the new fields to the other DCI fields for each
case. These identifying fields are sbatch (batch), sseq
(sequence), and scatyp (case type). DO NOT DELETE or MODIFY
THESE FIELDS. They associate the additional State-defined
fields with the appropriate case.

Move the cursor to the fourth line before **Add**ing the first
element. If you don't, the program accepts the new field,
but sends an error message to the screen. More importantly,
the fields won't append properly to the regular DCI fields.
 It is a good practice always to add a new field to the end
of the list of column names in the database, especially when
the database contains data for previously created fields.

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```
ADD NAME >>
Enter column name. RETURN adds it. INTERRUPT returns to CREATE/ALTER menu

---Page 1 of 1---- uidb-----------Press Ctrl-w for Help---------------

Column Name      Type      Length              Index      Nulls

sbatch           Smallint                                 Yes
sseq             Smallint                                 Yes
scatyp           Smallint                                 Yes
```

Follow the instructions to add the name, type, length, index
and null indicator for the first field. Continue to enter
all fields. Press **Enter** to return the cursor to the ALTER
TABLE b_stateoption ring menu.

You may now change any of the new fields that you entered.
For example, you could decide that the claimant's first name
should be 20 characters in length, not the 25 you originally
thought. Using the arrow keys highlight the item that needs
changing, press **M** for **Modify** and make the new entry. Then
press **Enter** to return to the ring menu.

You also can discard a field that you have entered. Follow
the same procedure as described for changing a field, only
press **D** for **Drop**.

Use **S** for **Screen** when you have more than one screen of data
fields.

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When you have finished entering and changing the data
fields, press **E** for **Exit**. A new screen appears.

```
EXIT b_stateoption :  Build-new-table  Discard-new-table
Builds a new table and returns to the Table Menu.

---Page 1 of 1---- uidb------------Press Ctrl-w for Help----

Column Name      Type      Length               Index      Nulls

sbatch           Smallint                                  Yes
sseq             Smallint                                  Yes
scatyp           Smallint                      Dups        Yes
lname            Char      25                              Yes
fname            Char      20                              Yes
```

If you're happy with the table you've created, press **Enter**.
 If you want to scrap your changes, press **D** or use the arrow
key to highlight **Discard-new-table** and press **Enter**. The
monitor now shows.

```
b_soc1
---------------------------------------------------------------
                    State Option Control
---------------------------------------------------------------


     Generating field type records.     Done.

     Generating state option forms.     1 Done.
Please press return to continue
```

Press **Return** to return to State Options Menu, m_0335.
Remember to update the Data Dictionary (/03353) for any

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revisions you may have made.

Error Option Control.   This menu option allows the State to define additional fields that relate specifically to errors detected by BQC. Such fields could be the employer name, address, specific operational items or general comments.

Once you define these fields, you can enter data either from the ring menu (option **O**) of the Update Cases by Key Code or by Query options (path /03121 or /03122). You can also enter data into these fields directly from the Update Error Options menu item (path /03124). Use the Update Error Options item to add error data even to an already closed/reviewed case.

The screens may appear somewhat different from the screens you have encountered elsewhere in the BQC software. This is because this option evokes the INFORMIX isql commercial software without intervening BQC customization. Refer to your INFORMIX isql documentation for specific procedures to use.

Before you start, plan very carefully the fields and definitions to be added. Consider also the order of these fields. The b_eroption table can contain up to seven screens of entry items. Note that a character field cannot exceed 512 characters in size. Check isql documentation for other limitations and definitions.

You'll probably want to write definitions, codes, and instructions for these fields as well.

When you are ready to start, select Error Option Control (**O**, **O**, or **6**) from the State Options Menu, m_0335. This is path /03352. If the program allows you access, the following isql screen appears on the monitor.

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```
ALTER TABLE b_eroption :   Add  Modify  Drop  Screen  Exit
Adds columns to the table above the line with the highlight.

---Page 1 of 1---- uidb------------Press Ctrl-w for Help----

Column Name      Type        Length              Index      Nulls

esbatch          Smallint                                   Yes
esseq            Smallint                                   Yes
escatyp          Smallint                                   Yes
esidx            Smallint                                   Yes
```

Add the error-specific fields to the existing table called
b_eroption. This table contains four identifying fields
that link the fields to a specific error detected by BQC.
These fields are esbatch (batch), esseq (sequence), escatyp
(case type), and esidx (error index). The error index
associates the data to the correct issue in multiple issue
cases. DO NOT DELETE or MODIFY THESE FIELDS. They
associate the additional State-defined fields with the
proper error.

Move the cursor to the fifth line before **Add**ing the first
element. If you don't, the program accepts the new field,
but sends an error message to the screen. More importantly,
the new fields won't append correctly to the DCI error
fields. It is a good practice always to add a new field to
the end of the list of column names in the database,
especially when the database contains data for previously
created fields.

```
ADD NAME >>
Enter column name. RETURN adds it. INTERRUPT returns to CREATE/ALTER menu

---Page 1 of 1---- uidb-----------Press Ctrl-w for Help---------------

Column Name     Type       Length                  Index      Nulls

esbatch         Smallint                                      Yes
esseq           Smallint                                      Yes
escatyp         Smallint                                      Yes
```

Follow the instructions to add the name, type, length, index
and null indicator for the first field. Continue to add
fields until finished. Press **Enter** to return the cursor to
the ALTER TABLE b_eroption ring menu.

You may now change any of the new fields that you entered.
For example, you could decide that the employer name should
be 20 characters in length, not the 25 you originally
planned. Using the arrow keys highlight the item that needs
changing, press **M** for **Modify** and make the new entry. Then
press **Enter** to return to the ring menu.

You also can discard a field that you have entered. Follow
the same procedure as described for changing a field, only
press **D** for **Drop**.

Use **S** for **Screen** when you have more than one screen of data
fields.

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When you have finished entering and changing the data
fields, press **E** for **Exit**. A new screen appears.

```
EXIT b_eroption :  Build-new-table  Discard-new-table
Builds a new table and returns to the Table Menu.

---Page 1 of 1---- uidb------------Press Ctrl-w for Help----

Column Name     Type        Length             Index      Nulls

esbatch         Smallint                                  Yes
esseq           Smallint                                  Yes
escatyp         Smallint                       Dups       Yes
esidx           Smallint                                  Yes
firmname        Char        25                            Yes
employer        Char        20                            Yes
```

If you're happy with the table you've created, press **Enter**.
 If you want to start from scratch another time, press **D** or
use the arrow key to highlight **Discard-new-table** and press
Enter. This keeps the old table (discards changes) and
returns you to the Table Menu. The next screen shows you
what the program is doing.

```
b_eoc1
---------------------------------------------------------------
                    Error Option Control
---------------------------------------------------------------


Generating field type records.     Done.

Generating error option forms.     1 Done.



```

Press **Return** to return to State Options Menu, m_0335.

State Options Data Dictionary.   Use the data dictionary to define the
location of the fields that you created under the State Option
Control program. The data dictionary accommodates three
situations: fields that are downloaded from the State's
mainframe, a field to link the State Option table (b_Stateoption)
to other tables in the bqc database, and fields that are manually
entered. The defaults are set for manual entry. Therefore, if
all the fields result from the investigation, there is no need to
change the defaults. However, if you want a field passed through
the automatic conversion process from your mainframe, you must
enter the line number and position of the field in this data
dictionary.

> If you have permission to run this program, the following
> screen will appear when you select State Options Data
> Dictionary.

```
b_sodd
----------------------------------------------------------------------
                    State Options Data Dictionary
----------------------------------------------------------------------

      Field_Name        Line_Number          Column_Position        Option
   aaaaa                     5                    1 , 20              0
   bbbbb                     0                    0 , 0               1
   ccccc                     0                    0 , 0               2




<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel   <Ctrl-[> Accept
Enter the row number.  Row number must be > 4.
```

> Lines 1-4 are reserved for the given DCI fields. Lines 5
> through 23 are available. Positions 1 through 78 are
> available per line. In the example above, the first field
> is located at line 5 and occupies position 1 through 20.
> Option 0 indicates that the field exists in rec1.dat and is
> to be converted and loaded. The second example is not

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located on the rec1.dat file (0 Line Number and 0,0 column
position) but option 1 shows that this field is equal to the
value of the b_master Serial Number (mp4). The third field
in this example is not located on the rec1.dat file and
option 2 indicates that its value will be set to null. The
value for this field can then be entered manually by the
update case program (path /0312).

Error messages will appear in a window of your monitor if
you have assigned two fields to the same line and position.
 Also, You may not "wrap" a field at the end of one line and
continue the same field to the start of the following line.

Remember, if you modify the State Option Table, the data
dictionary must be updated to address any revisions made.

State Options Validation. This menu option allows the privileged user
to create specific field validations for the data elements
contained in the b_stateoption table. Once the validations have
been set, the BQC Unit has field level validation for their State
Option fields. Only one user may execute this program during a
session. This prevents multiple users setting different
validations for the same field(s) at the same time. You can also
generate a report displaying the field validations created during
the session.

The State Options Editor program, which is called during
updating, reads the field validations created. The Editor
responds accordingly, acknowledging the field level
validations.

NOTE: The screens in this section are **examples** only. More
specific information can be obtained by pressing **<Ctrl-w>
Help** in the executable. Also, fields **sbatch**, **sseq**, and
scatyp are the control field links to the b_master table and
are **NOT** accessible within this program.

When you select this menu option, the following statements
are displayed, "Checking access privilege. Please wait."
If you do not have access to the executable, an error
message advising you of denied access will be shown. If you
have permission to access the executable, the "main" screen
is displayed with a description of the first data entry
field in your b_stateoption table under the "Field Type" and
"Data Type" headings.

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An example of the "Main" or initial screen is displayed below.

In this example the first field in the b_stateoption table is "sgp5" as shown under the Field Type heading and it is a small integer as described under the Data Type heading.

```
b_sov
---------------------------------------------------------------------
                       State Options Validation
---------------------------------------------------------------------

Field Name              Data Type            Validation (N/Y)

sgp5                    SMALL INTEGER




⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩
⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩

    ¤**CURRENT VALIDATION**                                       ¤
    ¤                                                             ¤
    ¤The field is not required.                                   ¤
    ¤                                                             ¤
    ¤                                                             ¤

⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩
⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩⧩


<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

If you press **N**, the next data field name will appear in the Field Name column with the data type for that field in the Data Type column. Pressing **N** in the Validation column denotes, "no validation" for the specific data element. The

N will remain in the Validation column until you press **Y** to create a validation for the field.

Selecting **Y** is the first step to creating field validations for the State Option fields. As you make your choices, boxes with prompts will appear until all conditions for the specific field validation have been set.

Once you press **Y**, the **FIELD ATTRIBUTE** window will appear
with the following prompts: **Not Required**, **Required**, and
Display Only, as shown in the next screen.

```
b_sov
-----------------------------------------------------------------------
                        State Options Validation
-----------------------------------------------------------------------

Field Name                 Data Type                Validation (N/Y)

sgp5                       SMALL INTEGER                   Y

                              ⌐¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤⌐
                              ¤FIELD ATTRIBUTE¤
        ⌐¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤◇
    ⌐¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤⌐
      ¤CURRENT VALIDATION        ¤Not Required   ¤                    ¤
      ¤                          ¤Required       ¤                    ¤
      ¤The field is not require  ¤Display        ¤                    ¤
      ¤                          ⌐¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤◣
    ¤
      ¤                                                               ¤

⌐¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤
¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤◣


<Ctrl-w>  Help
```

The validation options permitted are based upon the INFORMIX
field data type of the respective **b_stateoption** field.
Numerical fields, such as "sgp5" in this example, have a
baseline numerical validation option.

The next screen you see will be displayed when you select
Required.

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```
b_sov
--------------------------------------------------------------------------
                         State Options Validation
--------------------------------------------------------------------------

Field Name                Data Type              Validation (N/Y)

sgp5                      SMALL INTEGER                 Y


        ⩔↳↳↳↳↳↳↳↳↳↳↳↳⊕
        ¤NUMERIC VAL¤
        ¤
↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳
↳↳↳↳↳⊕
        ¤Condition  ¤DATION                                          ¤
        ¤Inclusion  ¤                                                ¤
        ¤Range      ¤ not required.                                  ¤
        ¤Delete     ¤                                                ¤
        ¤Exit       ¤                                                ¤

  ⊕↳↳↳↳↳↳↳↳↳↳↳↳⊕↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳
↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳⩘


<Ctrl-w>  Help
```

```
b_sov
------------------------------------------------------------------------
                          State Options Validation
------------------------------------------------------------------------

Field Name                   Data Type              Validation (N/Y)

sgp5                         SMALL INTEGER                  Y


      ⩔↳↳↳↳↳↳↳↳↳↳↳↳⌚      ⩔↳↳↳↳↳↳↳↳↳↳↳↳⌚
      ¤NUMERIC VAL¤        ¤NUMERIC COND¤
      ¤           ⤸↳↳↳↳↳◇
⤸↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳⌚
      ¤Condition  ¤DATIO¤>          ¤                          ¤
      ¤Inclusion  ¤     ¤>=         ¤                          ¤
      ¤Range      ¤ not ¤<          ¤                          ¤
      ¤Delete     ¤     ¤<=         ¤                          ¤
      ¤Exit       ¤     ¤Exit       ¤                          ¤


  ⌚↳↳↳↳↳↳↳↳↳↳↳↳⌚↳↳↳↳↳⌚↳↳↳↳↳↳↳↳↳↳↳↳↳⌚↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳
  ↳↳↳↳↳↳↳↳↳↳↳↳↳⬈

<Ctrl-w>  Help
```

If you chose a numerical **conditional** validation, the next window
will be displayed.

```
b_sov
--------------------------------------------------------------------
                     State Options Validation
--------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

sgp5                    SMALL INTEGER                  Y

     �touch✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽        �touch✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽
✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽
     ¤NUMERIC VAL¤          ¤NUMERIC COND¤        ¤NUMERIC CONDITION VALUE
 ¤
     ¤            ✽✽✽✽✽✽◇              ✽✽✽✽◇
     ¤
     ¤Condition   ¤DATIO¤>            ¤     ¤Enter conditional value: 10
 ¤
     ¤Inclusion   ¤     ¤>=           ¤
✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽◇
     ¤Range       ¤ not ¤<            ¤
 ¤
     ¤Delete      ¤     ¤<=           ¤
 ¤
     ¤Exit        ¤     ¤Exit         ¤
 ¤

✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽
✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽✽


<Ctrl-w>  Help
```

        On this screen, four (4) conditions are available:

            >   greater than,
            >=   greater than or equal to,

```
     <   less than, and
     =   less than or equal to.
```

Exit is provided as an escape to allow you leave the
Condition option if you decide you want another option.

When the **>** option is selected, you will see the next screen.

Numerical fields are allowed entries of five (5) digits or less. In this example, **10** is entered as the conditional value. Once the entry is made, the **NUMERIC COND** and **NUMERIC CONDITION VALUE** windows will close and you are placed back in the **NUMERIC VAL** window. Selecting **Exit** from this window will save the validation you set. If you choose any other option, the numeric validation previously set will be deleted.

This screen is displayed after **10** was entered in the **NUMERIC CONDITION VALUE** field.

```
b_sov
-------------------------------------------------------------------
                       State Options Validation
-------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

sgp5                    SMALL INTEGER               _




▼❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦
❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦⌚
     ¤CURRENT VALIDATION
¤
     ¤
¤
     ¤The field is required.
¤
     ¤
¤
     ¤Field accepts values greater than 10.
¤

⌚❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦
❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦⚐


<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Also, validations permitted are <u>one validation type to one field type.</u> Therefore, you can **not** set a numerical

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conditional validation **AND** a numerical inclusion validation at the same time, for example.

Note: The validation you set will not be displayed until you exit from all the validation option windows and return to the main window.

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The following screens display examples of program actions
for a character data type.

```
b_sov
------------------------------------------------------------------------
                       State Options Validation
------------------------------------------------------------------------

Field Name                 Data Type              Validation (N/Y)

street_address             CHARACTER                      Y

       ▽ ⏀
       ¤ CHAR VAL ¤
       ¤
 ¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤
 ¤¤¤¤¤¤¤¤⏀
       ¤ Type      ¤ ALIDATION
 ¤
       ¤ Size      ¤
 ¤
       ¤ Value     ¤  is not required.
 ¤
       ¤ Format    ¤
 ¤
       ¤ Delete    ¤
 ¤
       ¤ Exit
 ¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤
 ¤¤¤¤¤¤¤¤¤△
       ⏀¤¤¤¤¤¤¤¤△

<Ctrl-w>  Help
```

When setting validations for a character field, you may

specify both a **Type** and a **Size** validation. You may not,
however, set a **Type** and a **Format** validation, for example.

```
b_sov
------------------------------------------------------------------------
                        State Options Validation
------------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

street_address          CHARACTER                      Y


      ▽ᕘᕘᕘᕘᕘᕘᕘᕘᕘ⊕    ▽ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ⊕
      ¤ CHAR VAL ¤    ¤ CHAR TYPE       ¤
      ¤              ⤶ᕘᕘᕘᕘᕘ◇
⤶ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ⊕
      ¤ Type    ¤ ALIDA ¤ Character    ¤
   ¤
      ¤ Size    ¤       ¤ Numeric       ¤
   ¤
      ¤ Value   ¤ is n ¤ Alphanumeric   ¤
   ¤
      ¤ Format  ¤       ¤ Exit          ¤
   ¤
      ¤ Delete  ¤       ⊕ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ⋀
         ¤
      ¤ Exit
⤶ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ
ᕘᕘᕘᕘᕘᕘᕘᕘ⋀
      ⊕ᕘᕘᕘᕘᕘᕘᕘ⋀

<Ctrl-w>  Help
```

Once the character is identified, you can include
punctuation. The next screen displays the punctuation
validation window, **PUNCTUATION ALLOWED.**

```
b_sov
--------------------------------------------------------------------------
                          State Options Validation
--------------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

street_address          CHARACTER                        Y


     ▽↳↳↳↳↳↳↳↳↳⊕    ▽↳↳↳↳↳↳↳↳↳↳↳↳↳↳⊕
▽↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳⊕
     ¤CHAR VAL¤      ¤CHAR TYPE    ¤        ¤PUNCTUATION ALLOWED ¤
     ¤         ⇙↳↳↳↳↳◈        ⇙↳↳↳↳↳◈
⇙↳↳↳↳↳↳↳↳↳↳↳⊕
     ¤Type     ¤ALIDA¤Character    ¤      ¤Normal    .;:-_'`"?!¤
  ¤
     ¤Size     ¤      ¤Numeric      ¤      ¤Quantity  $#%@        ¤
  ¤
     ¤Value    ¤ is n¤Alphanumeric ¤      ¤Group     ()[]{}      ¤
  ¤
     ¤Format   ¤      ¤Exit         ¤      ¤Math      +<=>/*      ¤
  ¤
     ¤Delete   ¤      ⊕↳↳↳↳↳↳↳↳↳↳↳↳↳↳↲      ¤All       \|~^&       ¤
       ¤
     ¤Exit     ⇙↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳◈Exit
 ⇙↳↳↳↳↳↳↳↳↳↳↳↲
     ⊕↳↳↳↳↳↳↳↳↳↲
⊕↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↲

<Ctrl-w>  Help
```

Each punctuation group is inclusive to the group identified
above it. Thus, **Quantity** includes the characters "s", "#",
"%", and "@", as well as **all** the characters in the **Normal**
category. If **Exit** is chosen, no punctuation would be
allowed.

The next screen appears when **Quantity** is selected here.

```
b_sov
-------------------------------------------------------------------
                      State Options Validation
-------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

street_address          CHARACTER                       Y
```

⌄⮧⮧⮧
⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧🕘
     ¤**CURRENT VALIDATION**
¤
     ¤
¤
     ¤The field is <u>not required.</u>   **Punctuation: (N/Q)**
¤
     ¤
¤
     ¤Field accepts **alphanumeric characters only.**
¤

🕘⮧⮧⮧
⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧⮧△

```
<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

After the punctuation is selected, the **CHAR TYPE** and
PUNCTUATION ALLOWED windows are cleared. The validation is
set by selecting **Exit** from the **CHAR VAL** window. Choosing
any other option will delete the character validation
previously set.

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The next two screens are examples of **Numeric Inclusions** and
Character Value validations. The following screen is an
example of an initial entry .

```
b_sov
------------------------------------------------------------------------
                        State Options Validation
------------------------------------------------------------------------

Field Name                  Data Type              Validation (N/Y)

last_name                   CHARACTER                      Y


     ▽�025�025�025�025�025�025�025�025�025⌚
▽�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025⌚
     ¤CHAR VAL¤          ¤CHARACTER VALUES                        ¤
     ¤        �042�025�025�025�025�025�025�025�025◈
�042�025�025�025�025�025�025�025�025�025�025�025�025�025⌚
     ¤Type      ¤ALIDATIO¤Enter allowed values:  _              ¤
 ¤
     ¤Size      ¤
⌚�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025✦            ¤
     ¤Value     ¤ is not required.
¤
     ¤Format    ¤
¤
     ¤Delete    ¤
¤
     ¤Exit
�042�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025�025025025025025025025025025025025025025025
�025�025�025�025�025�025�025�025✦
     ⌚�025�025�025�025�025�025�025✦

<Ctrl-w>  Help
```

<u>**State Options**</u>   <u>**/0335**</u>

This screen displays when a user wishes to modify the **Value**
validations set in the previous screen. **Note:** you can **NOT**
use the delete option from the **MODIFY VALUES** window to
delete <u>all</u> of the entries.

```
b_sov
---------------------------------------------------------------------
                       State Options Validation
---------------------------------------------------------------------

Field Name              Data Type            Validation (N/Y)

Emp_code                CHARACTER                  Y


    ▽⸓⸓⸓⸓⸓⸓⸓⸓⸓☺                      ▽⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓☺
    ¤CHAR VAL¤                       ¤MODIFY VALUES ¤
    ¤        ⸕⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓◇
⸕⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓☺
    ¤Type   ¤ALIDATIO             ¤a              ¤
  ¤
    ¤Size   ¤                     ¤               ¤
  ¤
    ¤Value  ¤ is not required.    ¤Next           ¤
  ¤
    ¤Format ¤                     ¤Previous       ¤
  ¤
    ¤Delete ¤epts character values: a,¤Add        ¤g, h.
  ¤
    ¤Exit   ⸕⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓◇Delete
⸕⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸾
    ☺⸓⸓⸓⸓⸓⸓⸓⸓⸾                         ¤Exit           ¤
                                 ☺⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸓⸾
<Ctrl-w>  Help
```

The following screen is a format example. Look at the
setting for the phone number validation: the "**#**" means
<u>numeric characters only</u>, the parenthesis and dashes are
"hard coded" into the field, thus you do **NOT** have to enter
this information during data entry. The field becomes a
"form" entry field. The user enters the numbers and the
field reacts accordingly. So, if you enter **1234567890**, the
field displays, **(123)-(456)-(7890)**, which is the actual
value updated into the respective b_stateoption field.

```
b_sov
-----------------------------------------------------------------------
                        State Options Validation
-----------------------------------------------------------------------

Field Name              Data Type              Validation (N/Y)

Phone_Number            CHARACTER                     Y
```

```
     ▽ᕘᕘᕘᕘᕘᕘᕘᕘ☺
▽ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ☺
     ¤ CHAR VAL ¤      ¤ CHARACTER FIELD FORMAT                 ¤
     ¤           ᕕᕘᕘᕘᕘᕘ◇
ᕕᕘᕘᕘᕘᕘᕘᕘᕘ☺
     ¤Type      ¤ ALIDA ¤ Enter Format:  (###)-(###)-(####)        ¤
 ¤        ¤Size     ¤
☺ᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ△
¤
     ¤Value     ¤ is not required.
¤
     ¤ Format    ¤
¤
     ¤Delete    ¤
¤
     ¤Exit
ᕕᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘᕘ
ᕘᕘᕘᕘᕘᕘᕘᕘ△
     ☺ᕘᕘᕘᕘᕘᕘᕘᕘ△

<Ctrl-w>  Help
```

When all the validations have been set, press **<Ctrl-[>**. The
validations are saved and a **GENERATE REPORT** window displays,
as shown below.

```
b_sov
--------------------------------------------------------------------
                    State Options Validation
--------------------------------------------------------------------

Field Name                Data Type              Validation (N/Y)

sgp5                      SMALL INTEGER              _

                         ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦
                         ¤ GENERATE REPORT? ¤
        ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦◇
 ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦
       ¤ CURRENT VALIDATION       ¤ No              ¤
 ¤
       ¤                          ¤ Yes             ¤
 ¤
       ¤ The field is not require ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍋
          ¤
       ¤
 ¤
       ¤ Field accepts values greater than 10.
 ¤

 ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦
 ⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍦⍋


<Ctrl-w> Help    <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

If you do not want a report, press **No** and the program exits
to the STATE OPTIONS MENU.

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Press **Yes** to generate a report and you will see the next
screen.

```
b_sov
------------------------------------------------------------------------
                      State Options Validation
------------------------------------------------------------------------

Field Name                 Data Type              Validation (N/Y)

sgp5                       SMALL INTEGER                 _

                              ⌄¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤⌚
                              ¤GENERATE REPORT?¤
          ⌄¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤◇     ⌄¤¤¤¤¤¤¤⌚
 ¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤⌚
     ¤CURRENT VALIDATION        ¤No  ¤PRINTER¤    ¤
  ¤
     ¤                          ¤Yes ¤          ¤     ¤
  ¤
     ¤The field is not require◔¤¤¤¤◇System ¤¤¤¤⋀
     ¤
     ¤                               ¤Local   ¤
 ¤
     ¤Field accepts values greater ¤Exit      ¤
 ¤

 ◔¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤◔¤¤¤¤¤¤¤¤◔¤¤¤¤¤¤¤¤¤
 ¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤¤⋀


<Ctrl-w> Help     <Ctrl-g> GotoMenu    <Ctrl-c> Cancel    <Ctrl-[> Accept
```

Selecting **System** will send your report to the system
printer. If **Local** is chosen, the report will be printed at
your local printer. Pressing **Exit** will return you to the
STATE OPTIONS MENU.

Error Option Validation. This option functions the same as the State Option Validation module. The validations generated are with respect to the **b_eroption** table and its respective fields.

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Chapter VI
STATISTICAL ANALYSIS

The screen that appears after you select the Statistical Analysis
option looks like this:

```
m_034
                    STATISTICAL ANALYSIS MENU

------------------------------------------------------------------

              1     Sample (V)alidation

              2     Sample (C)haracteristics

              3     (R)ates Calculations

              4     (S)tandard Reports

              5     E(x)it



------------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel            <Ctrl-x> Logout
```

The following sections discuss these options in greater detail.

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/0341   **Sample Validation**

Sample Validation. The purpose of the sample validation program is to
detect errors in the BQC sampling frame or sample selection
procedure. For a description of the BQC sampling procedure, see
ET Handbook No. 395, Chapter III or ET Handbook No. 397, Chapter
II.

   The program compares the proportion of sample cases falling
   into each "Dollars Paid" (benefit amount paid to claimant)
   category with the known population proportion in that
   category. The program also compares the average amount paid
   to the sample with the average amount paid to the
   population.

   Statistical tests are conducted to estimate the probability
   of observing a sample value, given the known population
   value and sampling error. The test fails if the probability
   that the difference between the sample and population is
   attributable to chance (sampling error) is less than five
   percent. If any of the tests fail, a note flagging the
   problem is included on the report. A failed test may
   indicate a problem with the construction of the sampling
   frame, although it is important to note that a failed test
   also may reflect the normal week-to-week variation in the UI
   payment population. Nonetheless, it is also important to
   check the accuracy of the sampling frame promptly to avoid
   any negative impact on BQC estimates.

   For individual batches, an additional test compares the
   number of UI weeks and total dollars paid in the population
   with statistical control limits, which are based on the UI
   weeks and dollars paid in the population for the previous
   fifty-two batches. The purpose of this test is to identify
   potential problems with the BQC sampling frame, indicated by
   unusually large or small values for the population.

   After you select the Sample Validation option from the
   Statistical Analysis menu, enter a batch range in screen
   b_sv1.

```
b_sv1

------------------------------------------------------------------
                      Sample Validation
              (Batch Range Selection Entry Screen)
------------------------------------------------------------------


               Beginning Batch :

                  Ending Batch :



<Ctrl-w>Help   <Ctrl-b>Prvfield   <Ctrl-g>GotoMenu   <Ctrl-c>Cancel

Enter the Beginning Batch
```

A batch range can include one to 157 consecutive batches.
You must enter a beginning batch number followed by an
ending batch number (don't press **Return** between them). For
a report covering a single batch, enter the one batch number
and press **Return**. The ending batch defaults to the one
already entered.

The program validates your entries by ensuring that they are
legitimate batch numbers and that comparison reports are
available for every batch in the range.

If you enter a batch range greater than a single batch, the
program prompts you to select the type of report you wish to
generate.

The Sample Validation program includes three reporting
options for each specified batch range: aggregate,
exceptions, and individual. The aggregate option prepares a
single validation report for the entire batch range. The

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exceptions option displays only diagnostic error messages
(failed tests) for each batch in the given range. The
individual option prepares a separate validation report for
each batch in the given range.

```
b_sv2

-----------------------------------------------------------------
                        Sample Validation
-----------------------------------------------------------------



                1. Aggregate report

                2. Exceptions report

                3. Individual report

                Select Report Type (A/E/I) :



<Ctrl-w> Help        <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "Aggregate report".
```

When the report is ready, the screen b_sv4 appears. You can
select as many options on this screen as you like. If you
select **V**iew, the report is displayed on the screen using the
Unix **less** command. If you are unfamiliar with the **less**
command, press **h** for help. If you select **P**rinter (System),
the report is directed to the default system printer or the
printer specified by the environment variable PRINTER in
your .login, .profile or .cshrc file. If you select **L**ocal
Printer the report queues to the terminal printer. If the
program can't locate the terminal printer, the report
displays on the screen. **S**aved reports have an assigned
default name. These files reside in your "bqc"

subdirectory. The program assigns the following default
file names:
```
     aggregate report     sv_aggXXXXYYYY
     exceptions report     sv_excXXXXYYYY
     individual report     sv_indXXXX
```
where XXXX is the beginning batch and YYYY is the ending
batch.

```
b_sv4


-------------------------------------------------------------
                      Sample Validation
-------------------------------------------------------------

                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report


                    Select an option:


<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "View report".
```

If you want to generate additional reports for the same
batch range, press **Ctrl-c**. This takes you back one screen
to b_sv2, if you selected a multi-batch range. Pressing
Ctrl-g takes you back to the Statistical Analysis menu.

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Here is an example of the aggregate report.

```
            QC SAMPLE SELECTION VALIDATION REPORT


BATCH 9401 - 9402                            (Tue Sep. 15, 1994)

                SAMPLE          POPULATION      STATUS
            n       p          N         P
            -       -          -         -

UI Weeks Paid    28           478,744
Dollars Paid  $4,024        $68,080,763
   $1 -  $50       1  .0357    15,765  .0329  OK
  $51 - $100       6  .2143   106,738  .2230  OK
 $101 - $150       5  .1786    87,423  .1826  OK
 $151 - $200       4  .1429    58,546  .1223  OK
 $201+            12  .4286   210,272  .4392  OK
 Amt. Missing      0  .0000         0  .0000  OK
 Average     $143.71          $142.21         OK
```

Sample Characteristics.   The purpose of the sample characteristics
program is to detect errors in the BQC sampling frame or sample
selection procedure. For a description of the BQC sampling
procedure, see ET Handbook No. 395, Chapter III or ET Handbook
No. 397, Chapter II.

    The program compares the proportion of sample and population
    cases falling into specified categories for three data
    elements -- sex, race, and age -- to determine whether the
    claimants comprising the sample accurately represent the
    claimant population. The test fails if the probability that
    the difference between the sample and population proportions
    is attributable to chance (sampling error) is less than five
    percent. A failed test may indicate a problem with the
    sample frame or sampling procedure, although it is important
    to note that a failed test also may reflect the normal week-
    to-week variation in the UI payment population.
    Nonetheless, it is important to check the accuracy of the
    sampling procedures promptly to avert any negative impact on
    BQC estimates.

    After selecting the Sample Characteristics program, from the
    Statistical Analysis menu, enter a batch range in screen
    b_scr1.

```
b_scr1


------------------------------------------------------------------
                         Sample Validation
                  (Batch Range Selection Entry Screen)
------------------------------------------------------------------


                  Beginning Batch :

                     Ending Batch :



<Ctrl-w>Help  <Ctrl-b>Prvfield  <Ctrl-g>GotoMenu  <Ctrl-c>Cancel

Enter the Beginning Batch
```

A batch range can include one to 157 consecutive batches.
You must enter a beginning batch number followed by an
ending batch number (don't press **Return** between them). For
a report covering a single batch, enter the one batch number
and press **Return**. The ending batch defaults to the one
already entered.

The program validates your entries by ensuring that they are
legitimate batch numbers and that comparison reports are
available for every batch in the range.

If you enter a batch range greater than a single batch, the
program prompts you to select the type of report you wish to
generate.

The Sample Characteristics program includes three reporting
options for each specified batch range: aggregate,
exceptions, and individual. The aggregate option prepares a
single characteristics report for the entire batch range.
The exceptions option displays only diagnostic error

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messages (failed tests) for each batch in the given range.
The individual option prepares a separate characteristics
report for each batch in the given range.

```
b_scr2


-------------------------------------------------------------
                        Sample Validation
-------------------------------------------------------------



                      1. Aggregate report

                      2. Exceptions report

                      3. Individual report

                      Select Report Type (A/E/I) :



<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "Aggregate report".
```

When the report is ready, the screen b_scr4 appears. You
can select as many options on this screen as you like. If
you select **V**iew, the report is displayed on the screen using
the Unix **less** command. If you are unfamiliar with the **less**
command, press **h** for help. If you select **P**rinter (System),
the report is directed to the default system printer or the
printer specified by the environment variable PRINTER in
your .login, .profile or .cshrc file. If you select **L**ocal
Printer the report queues to the terminal printer. If the
program can't locate the terminal printer, the report
displays on the screen. **S**aved reports have an assigned
default name. These files reside in your "bqc"
subdirectory. The program assigns the following default
file names:

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```
          aggregate report     scr_ag.XXXXYYYY
          exceptions report    scr_ex.XXXXYYYY
          individual report    scr_in.XXXX
```
where XXXX is the beginning batch and YYYY is the ending batch.

```
 b_scr4


 ----------------------------------------------------------------
                         Sample Validation
 ----------------------------------------------------------------


                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report


                    Select an option:


 <Ctrl-w> Help        <Ctrl-g> GotoMenu            <Ctrl-c> Cancel

 Default value is "View report".
```

If you want to generate additional reports for the same batch range, press **Ctrl-c**. This takes you back one screen to b_sc2, if you specified a multi-batch range. Pressing **Ctrl-g** takes you back to the Statistical Analysis menu.

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Here is an example of the aggregate report.

```
        QC AGGREGATE SAMPLE CHARACTERISTICS COMPARISON REPORT

BATCH   9401 - 9413                     Tuesday, September 15, 1992

              ----SAMPLE----   ----POPULATION----   STATUS
               n      p          N         P
               -      -          -         -


Total         442              7105454


Sex
 Male         295  0.6674     4751034   0.6686     OK
 Female       147  0.3326     2353410   0.3312     OK
 Missing        0  0.0000        1010   0.0001     OK


Race
 White        201  0.4548     3406230   0.4794     OK
 Nonwhite     236  0.5339     3608481   0.5078     OK
 Missing        5  0.0113       90743   0.0128     OK


Age
 --25          50  0.1131      789609   0.1111     OK
 25_34        284  0.6425     4432263   0.6238     OK
 35_44          0  0.0000           0   0.0000     OK
 45_64         95  0.2149     1727144   0.2431     OK
 65+           13  0.0294      156438   0.0220     OK
 Missing        0  0.0000           0   0.0000     OK
```

/0343   **Rates Calculations**

Rates Calculations. The Rates Calculation software produces
        user-defined summaries of the Benefits Quality Control (BQC)
        data. The software generates statistically valid inferences
        about the the Unemployment Insurance (UI) claimant
        population, based on the completed BQC sample cases.

        The software allows you to specify the type of report and
        the key week (KW) action, cause, and responsibility
        subgroups. You can save these rates reports and run them at
        a later time.

        The screen on your monitor looks like this when you select
        the Rates Calculations option from the Statistical Analysis
        menu.

```
b_rc1
------------------------------------------------------------    -----
---------------------------------------------------------------------
                          RATES CALCULATIONS
---------------------------------------------------------------------



                    1. Create Error Rate Construction
                    2. Use Error Rate Construction
                    3. See Error Rate Construction
                    4. Delete Error Rate Construction



                    Select One:


     <Ctrl-w> Help        <Ctrl-g> GotoMenu         <Ctrl-c> Cancel

Default is "Create Error Construction"
```
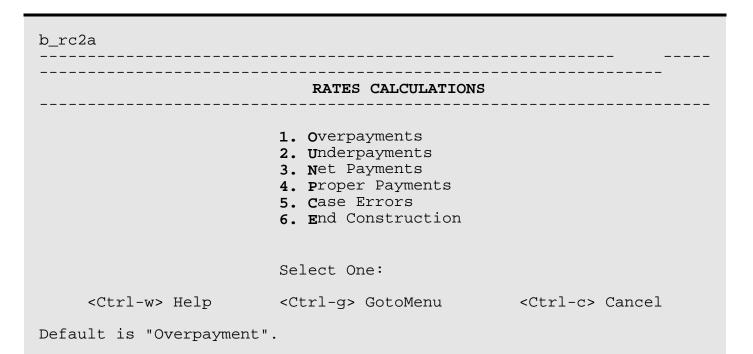
Rates Calculations   **/0343**

If you select "Create Error Rate Construction" (**1**/**C**/**c**), the following menu queries for the type of rates report.

```
b_rc2a
--------------------------------------------------------------    -----
----------------------------------------------------------------
                        RATES CALCULATIONS
----------------------------------------------------------------

                        1. Overpayments
                        2. Underpayments
                        3. Net Payments
                        4. Proper Payments
                        5. Case Errors
                        6. End Construction


                        Select One:

     <Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default is "Overpayment".
```

Overpayments. BQC cases with one or more overpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

Underpayments. BQC cases with one or more underpayment issues are included in this summary, depending on the KW action, cause, and responsibility codes selected by you.

Net Payments. The software subtracts field h2 of the master table, the amount that should have beeen paid, from field f13, the original amount paid, to determine the net payment error.

Proper Payments. The case proper payment rate includes BQC cases with no payment error (KW action code 01) or cases in which a reversal resulted in a proper payment (KW action codes 02 and 03). The dollar proper payment rate includes

the original amount paid for proper payment cases (KW action
codes 01, 02, and 03), the original amount paid for cases
with only underpayment issues (KW action codes 20, 21, 22,
and 23), and the difference between the original amount paid
and the total KW overpayments (field h5), if h5 is less than
the original amount paid, for cases with overpayment issues
(KW action codes 10, 11, 12, 13, 14, 15, and 16).

Case Errors.   The report consists of the distribution of
cases by payment status (proper payment, overpayment,
underpayment), including the the number of cases with 1, 2,
3, or more than 3 overpayment and/or underpayment issues
coded.

End Construction.   This option is selected after all rates
calculation reports have been defined. You are prompted to
name the rates construction. This option saves the rates
construction for future use under the name selected by you.

If you select option 1, Overpayments, you are prompted to
choose whether the report should consist of rates for weeks,
dollars, or both.

```
b_rc3a
----------------------------------------------------------------     -----
----------------------------------------------------------------
                          RATES CALCULATIONS
-----------------------------------------------------------------------------




Please choose week rates, dollar rates, or both (w/d/b)



<Ctrl-w> Help        <Ctrl-g> GotoMenu         <Ctrl-c> Cancel

Default is "Week".
```

Next, you are prompted:

```
b_rc4a
-----------------------------------------------------------------     -----
------------------------------------------------------------------
                        RATES CALCULATIONS
-----------------------------------------------------------------------



Would you also like to use the action field for this rate? (y/n)



<Ctrl-w> Help           <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default is "Yes".
```

If you choose to include KW action, the following pick
screen appears with several KW overpayment codes and code
combinations to select.

```
b_p1
------------------------------------------------------------------------
                          Rates Calculations
------------------------------------------------------------------------
--> 10-16 All OP Total
    10      Fraud Only                    ¤No. of selected items:   0/1 ¤
    11      Non-Fraud Recoverable

    10-11 Total Recoverable           ¤                              ¤
    12      Non-Fraud, Not Recovered

    10-12 Total Official Actions
    13      Finality

    14      Formal Warning
    15      Other Prohibited
    16      Appeal Changes
    13-16 All Prohibited Action

<Ctrl-w> Help     <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode    <r> remove
```

After you complete your selection of the KW action code, or
if you decided not to specify the KW action code in the
rates construction, you are prompted about error
responsibility.

```
b_rc5a
----------------------------------------------------------    -----
----------------------------------------------------------------
                        RATES CALCULATIONS
----------------------------------------------------------------



Would you also like to use the Resp. field for this rate? (y/n)



<Ctrl-w> Help            <Ctrl-g> GotoMenu            <Ctrl-c> Cancel
Default is "Yes".
```

Responsibility is a four-digit code. The first digit is
coded 1 if the claimant is responsible for the error and 0
if the claimant is not responsible. The second digit is
coded 2 if the employer is responsible for the error and 0
if the employer is not responsible. The third digit is
coded 3 if the agency is responsible for the error and 0 if
the agency is not responsible. The fourth digit is coded 4
if a third (other) party is responsible for the error and 0
if a third party is not responsible.

There are 16 possible code combinations. Up to four parties
can be coded responsible for an error issue (code 1234). If
only the employer is responsible, the issue is coded 0200.
If the claimant and employer are responsible, the code is
1200.

If you choose yes, you are prompted whether or not to
include (i), exclude (e), or leave unspecified (u) each of
the four responsibility categories: claimant, employer,
agency, and other. These terms are defined as follows:

      include (i) - The party must be responsible
      exclude (e) - The party must not be responsible
      unspecified (u) - The party may or may not be
      responsible

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Example. If you include claimant and exclude all other parties, only cases with error issues coded 1000 would be selected. If you include claimant, leave employer unspecified, and excluded agency and other, cases with error issues coded 1000 and 1200 would be included. Finally, if you included claimant, excluded employer, and left agency and other parties unspecified, cases with error codes 1000, 1030, 1004, and 1034 would be included.

```
b_rc6a
------------------------------------------------------------    -----
------------------------------------------------------------------
                     RATES CALCULATION
------------------------------------------------------------------

For each responsibility code, choose to include it, exclude it,
or leave it unspecified.

      1. Claimant (i/e/u).

      2. Employer (i/e/u).

      3. Agency (i/e/u).

      4. Other (i/e/u).

<Ctrl-w> Help            <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
```

Rates Calculations   **/0343**

      After you complete your responsibility specifications, or if
you decided not specify the responsibility codes in the
rates construction, you are prompted about error cause.

```
b_rc7a
----------------------------------------------------------     -----
-----------------------------------------------------------------
                        RATES CALCULATIONS
-----------------------------------------------------------------


Would you also like to use the cause field for this rate? (y/n)


<Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

      If you choose to include error cause, the following pick
screen appears with several cause code categories to select.

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/0343   **Rates Calculations**

Screen 1:

```
b_p3
--------------------------------------------------------------------
                         Rates Calculations
--------------------------------------------------------------------


--> 100-159 All BY Earnings
▼⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⊕        100-109
Unreported Earnings          ¤No. of selected items:   0/1 ¤
    110-119 Incorrect Recording
⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚◇        120-129 Severance
          ¤                                  ¤     130-139
Vacation
⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚◇        140-149 Social
Security/Pension   ¤◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇◇¤
  150-159 Other BY Earnings
⊕⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚▲
    200-229 All BP Earnings
    200-209 Earnings Reporting
    210-219 BP Employers
    220-229 Other BP Earnings
    300-329 All Separation
    300-309 Voluntary Quits
    310-319 Discharges



<Ctrl-w> Help     <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-[> Accept   <Return> Select Items   <e> Edit Mode  <r> Remove
```

Screen 2:

```
b_p3
-------------------------------------------------------------------
                        Rates Calculations
-------------------------------------------------------------------
--> 320-329 Other Separation
    400-469 All Eligibility
    400-409 Ability to Work
    410-419 Availability for Work
▽⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧🕑        420-429 Work
Search              ¤No. of selected items:   0/1 ¤
    430-439 Refusal
⟳⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧◈        440-449 Self-
employment          ¤                        ¤       450-459
Illegal Alien
⟳⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧◈        460-469 Other
Eligibility Iss.    ¤◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈◈¤
    500-519 All Dependents
🕑⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧⛧△
    500-509 Incorrect Reporting
    510-519 Other Dependents Iss.
    600-639 All Other Causes
    600-609 Disqualification
    610-619 Redetermination
    620-629 Back Pay Award
    630-639 Other Causes
<Ctrl-w> Help    <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode  <r> Remove
```

After you complete your cause specifications, or if you
decided not to specify the cause codes in the rates
construction, a summary of the rates construction that you
have specified is displayed.

```
b_rc8a
----------------------------------------------------------------------
                       RATES CALCULATIONS
----------------------------------------------------------------------
     Please Wait...

                      Rates Construction

Overpayment
You have just constructed a rate for the following:
Both
Action Code:
10-12 Total Official Action
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer unspecified.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
100-159 All BY Earnings

-Press h for help, q to quit, Space Bar to see more - (END)
```

Next, you are asked to confirm that this is the rates
construction wanted.

```
b_rc9a
-----------------------------------------------------------    -----
----------------------------------------------------------------
                        RATES CALCULATIONS
----------------------------------------------------------------


          Is it what you wanted? (y/n)


<Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you confirm the construction by entering **y**, the software
prompts if you would like to build another rates
construction.

```
b_rc10
------------------------------------------------------------    -----
---------------------------------------------------------------
                        RATES CALCULATIONS
----------------------------------------------------------------


Would you like to build another overpayment (underpayment) rate? (y/n)


<Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you want to build another rates construction, the
software returns to screen b_rc2a to repeat the rates
construction prompts.

If you do not want to build another rates construction, the

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software returns to screen b_rc2a where you select option **6**,
End Construction.

If you respond that the rates construction is not correct,
the software repeats the queries about weeks/dollars, KW
action code, responsibility and cause.

If you select option **2**, Underpayments, from screen b_rc2,
choose whether the report should consist of rates for weeks,
dollars, or both.

```
b_rc3a
------------------------------------------------------------    -----
---------------------------------------------------------------------
                         RATES CALCULATIONS
---------------------------------------------------------------------


Please choose week rates, dollar rates, or both (w/d/b)


<Ctrl-w> Help            <Ctrl-g> GotoMenu         <Ctrl-c> Cancel
Default is "Week".
```

Next, you are prompted:

```
b_rc4a
------------------------------------------------------------    -----
---------------------------------------------------------------------
                         RATES CALCULATIONS
---------------------------------------------------------------------


Would you also like to use the action field for this rate? (y/n)


<Ctrl-w> Help            <Ctrl-g> GotoMenu         <Ctrl-c> Cancel
Default is "Yes".
```

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If you choose to include KW action, the following pick
screen appears with several KW overpayment codes and code
combinations to select.

```
b_p2
-----------------------------------------------------------------
                         Rates Calculations
-----------------------------------------------------------------


--> 20-23 All UP Total
⌄↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻⊕
    20    Official Action        ¤No. of selected items:   0/1 ¤
    21    Finality
↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻◇
    22    Other Prohibited       ¤                            ¤
    23    Appeal Changes
↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻◇
    21-23 All Prohibited Actions
¤⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕¤


⊕↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻↻⋀


<Ctrl-w> Help     <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept   <Return> Select Items  <e> Edit Mode    <r> Remove
```

After you complete your selection of the KW action code, or
if you decided not to specify the KW action code in the
rates construction, you are prompted about error
responsibility.

```
b_rc5a
----------------------------------------------------------------      -----
----------------------------------------------------------------
                         RATES CALCULATIONS
------------------------------------------------------------------------


Would you also like to use the Resp. field for this rate? (y/n)


<Ctrl-w> Help            <Ctrl-g> GotoMenu         <Ctrl-c> Cancel
Default is "Yes".
```

```
        If you choose yes, you are prompted whether or not to
        include (i), exclude (e), or leave unspecified (u) each of
        the four responsibility categories: claimant, employer,
        agency, and other.  These terms are defined as follows:

            include (i) - The party must be responsible
            exclude (e) - The party must not be responsible
            unspecified (u) - The party may or may not be
            responsible

        See the previous example of specifying responsibility codes.
```

```
b_rc6a
----------------------------------------------------------     -----
-----------------------------------------------------------------
                      RATES  CALCULATIONS
-----------------------------------------------------------------


For each responsibility code, choose to include it, exclude it,
or leave it unspecified.

      1. Claimant (i/e/u).

      2. Employer (i/e/u).

      3. Agency (i/e/u).

      4. Other (i/e/u).

<Ctrl-w> Help            <Ctrl-g> GotoMenu            <Ctrl-c> Cancel
```

```
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```

After you complete your responsibility specifications, or if you decided not to specify the responsibility codes in the rates construction, you are prompted about error cause.

```
b_rc7a
-------------------------------------------------------------    -----
------------------------------------------------------------------
                        RATES CALCULATIONS
------------------------------------------------------------------


Would you also like to use the cause field for this rate? (y/n)


<Ctrl-w> Help            <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you choose to include error cause, the following pick
screen appears with several cause code categories to select.

Screen 1

```
b_p3
--------------------------------------------------------------------
                        Rates Calculations
--------------------------------------------------------------------

--> 100-159 All BY Earnings
▼ՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆ⊕          100-109
Unreported Earnings       ¤No. of selected items:  0/1 ¤
   110-119 Incorrect Recording
⤲ՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆ◇          120-129 Severance
          ¤                              ¤     130-139
Vacation
⤲ՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆ◇          140-149 Social
Security/Pension  ¤⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦⬦¤
  150-159 Other BY Earnings
⊕ՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆՆ⬈
    200-229 All BP Earnings
    200-209 Earnings Reporting
    210-219 BP Employers
    220-229 Other BP Earnings
    300-329 All Separation
    300-309 Voluntary Quits
    310-319 Discharges


<Ctrl-w> Help    <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode  <r> Remove
```

Screen 2

```
b_p3
---------------------------------------------------------------------
                       Rates Calculations
---------------------------------------------------------------------
--> 320-329 Other Separation
    400-469 All Eligibility
    400-409 Ability to Work
    410-419 Availability for Work
▼♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭⊕       420-429 Work
Search              ¤No. of selected items:   0/1 ¤
    430-439 Refusal
↲♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭◇       440-449 Self-
employment            ¤                       ¤      450-459
Illegal Alien
↲♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭◇       460-469 Other
Eligibility Iss.    ¤⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕¤
    500-519 All Dependents
⊙♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭♭▲
    500-509 Incorrect Reporting
    510-519 Other Dependents Iss.
    600-639 All Other Causes
    600-609 Disqualification
    610-619 Redetermination
    620-629 Back Pay Award
    630-639 Other Causes

<Ctrl-w> Help     <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-[> Accept   <Return> Select Items   <e> Edit Mode  <r> Remove
```

After you complete your cause specifications, or if you decided not to specify the cause codes in the rates construction, a summary of the rates construction that you have specified is displayed.

```
b_rc8a
-------------------------------------------------------------------
                       RATES CALCULATIONS
-------------------------------------------------------------------
     Please Wait...


                    Rates Construction

Underpayment
You have just constructed a rate for the following:
Both
Action Code:
20-23 All UP Total
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer included.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
200-229 All BP Issues
-Press h for help, q to quit, Space Bar to see more - (END)
```

Next, you are asked to confirm that this is the rates construction wanted.

```
b_rc9a
----------------------------------------------------------------     -----
------------------------------------------------------------------------
                          RATES CALCULATIONS
------------------------------------------------------------------------



             Is it what you wanted? (y/n)


<Ctrl-w> Help           <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you confirm the construction by entering **y**, the software prompts if you would like to build another rates construction.

```
b_rc10
------------------------------------------------------------------     -----
-----------------------------------------------------------------------
                          RATES  CALCULATIONS
------------------------------------------------------------------------


Would you like to build another overpayment (underpayment) rate? (y/n)


<Ctrl-w> Help           <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you want to build another rates construction, the software returns to screen b_rc3a to repeat the rates construction prompts.

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If you do not want to build another rates construction, the
software returns to screen b_rc2a where you select option **6**,
End Construction.

If you respond that the rates construction is not correct,
the software repeats the queries about weeks/dollars, KW
action code, responsibility and cause.

If you select option **3**, Net Payments, or option **5**, Case
Errors, next select option **6**, End Construction, which causes
screen b_rc11 to appear. Use this screen to either save the
construction under the default name or rename the
construction.

If you select option **4**, Proper Payments, from screen b_rc2a,
the program prompts you to choose whether the report should
consist of rates for weeks, dollars, or both.

```
b_rc3a
----------------------------------------------------------    -----
----------------------------------------------------------------
                        RATES CALCULATIONS
----------------------------------------------------------------


Please choose week rates, dollar rates, or both (w/d/b)


<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
Default is "Week".
```

After you make your selection, a summary of the rates construction that you have specified is displayed.

```
     Please Wait...



               Rates Construction

Proper Payment
You have just constructed a rate for the following:
Week Rate
```
-Press h for help, q to quit, Space Bar to see more - (END)

After you select quit (**q**), you are returned to screen b_rc2a to End Construction (option **6**).

If you select End Construction (option **6**) from screen b_rc2a, the following screen queries you about the file name of the rates construction.

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```
b_rc11
-------------------------------------------------------------     -----
-------------------------------------------------------------------
                        RATES CALCULATIONS
-------------------------------------------------------------------

      Default file is rc_const.login_name

      If renamed, file will be saved as rc_[entered name].login name.

                K to keep the default name

                R to rename reports.


                Enter Report Type (K/R):


<Ctrl-w> Help              <Ctrl-g> GotoMenu              <Ctrl-c> Cancel
Default is "Keep the default name".
```

If you select **K**, screen b_rc1 appears. If you select **R**, the
program prompts you to enter a name.

```
b_rc11a
------------------------------------------------------------     -----
------------------------------------------------------------
                        RATES CALCULATIONS
-------------------------------------------------------------------

          Default file is rc_const.login_name

                Enter K to keep the default name

                  R to rename reports.


            Enter name up to 10 characters:


     <Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
```

A message echos on the screen confirming that the file is
saved before returning to screen b_rc1.

If you select "Use Error Rate Construction" (**2**/**U**/**u**) from
screen b_rc1, the following menu queries you for the default
values.

```
b_rc2b
----------------------------------------------------------------     -----
----------------------------------------------------------------
                         RATES CALCULATIONS
----------------------------------------------------------------------

The Default Values are:

The batch range:
9101-9113

Do you want the default option? (y/n)


<Ctrl-w> Help            <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you answer yes, a pick screen appears with a list of all
rates constructions that have been saved.

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```
b_p5
----------------------------------------------------------------------
                        Using Construction File:
----------------------------------------------------------------------
--> rc_constr.andy

    rc_constr.win                    ¤No. of selected items:    0/1 ¤
    rc_constr.yvette

    rc_netpay.andy                   ¤                              ¤
    rc_op1.andy                      ¤                              ¤
    rc_op2.yvette                    ¤                              ¤
    rc_up1.win                       ¤                              ¤
                                     ¤                              ¤
                                     ¤                              ¤




<Ctrl-w> Help     <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode    <r> remove
```

You move the cursor using the up and down arrow keys and
select the rates construction by hitting **Return**. The rates
construction appears in the window. When you select all the
rates constructions press **Ctrl-[** to exit.

The program then executes the rates constructions selected.
 While the program is running, the following message appears
on the screen.

```
----------------------------------------------------------------     -----
------------------------------------------------------------------------
                          RATES CALCULATIONS
------------------------------------------------------------------------


This may take several minutes, please wait....


<Ctrl-w> Help            <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
```

When done, the program asks whether you want to **v**iew the
report on the monitor, print the report on the **p**rinter
located with the Sun ADP system, print the report on the
local printer located with your terminal, or **s**ave the report
to a file in the bqc subdirectory of your home directory.
The output file is in ASCII format and can be input to a
WordPerfect document.

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```
b_rc5
--------------------------------------------------------------     -----
--------------------------------------------------------------------
                        RATES  CALCULATIONS
--------------------------------------------------------------------

                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report

               Enter Selection Type: (V/P/L/S)

<Ctrl-w> Help        <Ctrl-g> GotoMenu              <Ctrl-c> Cancel
Default value is "View Report".
```

        If you do not want to use the default values, the following
        query screen appears.

```
b_rc3b
--------------------------------------------------------------     -----
--------------------------------------------------------------------
                        RATES  CALCULATIONS
--------------------------------------------------------------------


Please choose between batch or local office & batch (b/l)


<Ctrl-w> Help              <Ctrl-g> GotoMenu         <Ctrl-c> Cancel
Default is "Batch".
```

If you select **b**atch, the following screen appears.

```
b_rc4b
---------------------------------------------------------------    -----
------------------------------------------------------------------
                         RATES CALCULATIONS
------------------------------------------------------------------------

                    Beginning Batch:

                      Ending Batch:


<Ctrl-w> Help              <Ctrl-g> GotoMenu            <Ctrl-c> Cancel
```

If you select **l**ocal office and batch, the batch selection
screen (b_rc4b) is displayed, followed by the local office
pick screen. Select the desired local offices using the
procedure described above for pick screens.

```
b_p4
-------------------------------------------------------------------
                          Local Offices
-------------------------------------------------------------------
--> 0001

    0002                           ¤No. of selected items:   0   ¤
    0003

    0005                           ¤                             ¤
    0008                           ¤                             ¤
    0010                           ¤                             ¤
    0012                           ¤                             ¤
    0015                           ¤                             ¤
    0020                           ¤                             ¤
    0021                           ¤                             ¤
    0022                           ¤                             ¤
    0030                           ¤                             ¤
    0035

    0100
¤


<Ctrl-w> Help     <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-[> Accept   <Return> Select Items   <e> Edit Mode    <r> remove
```

After you define the default values, the pick screen
consisting of the list of rates constructions appears. You
select the desired constructions from the list.

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Rates Calculations   **/0343**

If, on screen b_rc1, you select option **3**, See Error Rate
Construction, a pick screen with a list of all the rates
constructions appears.

```
b_p6
----------------------------------------------------------------------
                    Seeing Construction File:
----------------------------------------------------------------------
--> rc_constr.andy
▽↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳⊕
    rc_constr.win                      ¤No. of selected items:   0/1 ¤
    rc_constr.yvette
↵↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳◇
    rc_netpay.andy                     ¤                           ¤
    rc_op1.andy
↵↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳◇
    rc_op2.yvette
¤⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕¤
    rc_up1.win
⊕↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳↳△



<Ctrl-w> Help     <Ctrl-g> GotoMenu       <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode     <r> remove
```

Move the cursor using the up and down **arrow** keys and select
the rates construction by hitting the **Return** key. The rates
construction appears in the window. When you select the
rates construction, press **Ctrl-[** to end pick. The selected
rates construction then appears on the screen.

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```
                       Rates Construction

Overpayment
You have just constructed a rate for the following:
Both
Action Code:
10-12 Total Official Action
Responsibility Code:
Responsibility 1. Claimant included.
Responsibility 2. Employer included.
Responsibility 3. Agency unspecified.
Responsibility 4. Other unspecified.
Cause Code:
100-159 All BY Issues
-Press h for help, q to quit, Space Bar to see more - (END)
```

The program will asks if you want to see another
construction.

```
b_rc2c
----------------------------------------------------------------   -----
----------------------------------------------------------------
                       RATES CALCULATIONS
----------------------------------------------------------------


Do you want to see another file? (n/y)

<Ctrl-w> Help            <Ctrl-g> GotoMenu           <Ctrl-c> Cancel
Default option is "No".
```

If you answer yes, you return to the pick screen to select
another rates construction. If you answer no, you return to
screen b_rc1.

If, on screen b_rc1, you select option **4**, Delete Error Rate
Construction, a pick screen with a list of all the rates
constructions appears.

```
b_p7
-------------------------------------------------------------------
                      Deleting Construction File:
-------------------------------------------------------------------
--> rc_constr.andy
⩔⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⊕
    rc_constr.win                          ¤**No. of selected items:   0**   ¤
    rc_constr.yvette
⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿◇
    rc_netpay.andy                         ¤                                  ¤
    rc_op1.andy                            ¤                                  ¤
    rc_op2.yvette                          ¤                                  ¤
    rc_up1.win                             ¤                                  ¤


⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿◇


¤⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕⊕¤


⊕⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⭿⤒
<Ctrl-w> Help     <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept  <Return> Select Items  <e> Edit Mode     <r> remove
```

Move the cursor using the up and down **arrow** keys and select
the rates construction by hitting **Return**. The rates
construction appears in the window. After you select the
rates construction, press **Ctrl-[** to end pick. The program
then deletes the selected rates construction.

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The program next asks if you want to delete another
construction.

```
---------------------------------------------------------------     -----
-----------------------------------------------------------------
                         RATES CALCULATIONS
-----------------------------------------------------------------


Do you want to delete another file? (y/n)


<Ctrl-w> Help              <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
Default is "Yes".
```

If you answer **y**es, the pick screen appears for you to select
another rates construction to delete. If you answer **n**o, you
return to screen b_rc1.

On the following pages are examples of Rates Calculations
output.

Overpayment Rates

```
Thursday, May  7, 1992
PAYMENT RATES
=============

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204


==========================================================

Overpayment Rates

Payment rate for the following codes:
  Both Week and Dollar Rate
 Action 10-16 All OP Total
Week Rate:

% of Week     95% C.I.      Nbr. of Weeks          95% C.I.
 12.50       5.15-19.85        114,464        47,160-181,768

Dollars Paid
============

Largest Dollar Amount Paid in Error
-----------------------------------
% of $          95% C.I.       Amt. of $           95% C.I.
 3.26        0.12- 6.40      $4,015,040     $143,209-$7,886,872

Dollars Paid in Error
---------------------
% of $          95% C.I.       Amt. of $           95% C.I.
 3.26        0.12- 6.40      $4,015,040     $143,209-$7,886,872

Dollars Paid in Error
---------------------
% of $          95% C.I.       Amt. of $           95% C.I.
 3.26        0.12- 6.40      $4,015,040     $143,209-$7,886,872
```

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Underpayment Rates

```
Thursday, May  7, 1992
PAYMENT RATES
=============


Batches 9101 to 9106
No Local Offices.

Sample Size 240
Sample Dollars $32,288
Population Size 2792350
Population Dollars $376,825,894


==========================================================

Underpayment Rates

Payment rate for the following codes:
  Both Week and Dollar Rate
 Action 20-23 All Up Total
Week Rate:

% of Week     95% C.I.      Nbr. of Weeks         95% C.I.
   5.45       2.57-8.33        152,213         71,796-232,631


Dollars Paid
============

Largest Dollar Amount Paid in Error
-----------------------------------
% of $          95% C.I.        Amt. of $            95% C.I.
 0.31       0.08- 0.55       $1,176,833      $291,253-$2,062,414

Dollars Paid in Error
---------------------
% of $          95% C.I.        Amt. of $            95% C.I.
 0.31       0.08- 0.55       $1,176,833      $291,253-$2,062,414

Dollars Paid in Error
---------------------
% of $          95% C.I.        Amt. of $            95% C.I.
 0.31       0.08- 0.55       $1,176,833      $291,253-$2,062,414
```

Net Payment Rates

```
Thursday, May  7, 1992
PAYMENT RATES
=============


Batches 9101 to 9106
No Local Offices.

Sample Size 240
Sample Dollars $32,288
Population Size 2792350
Population Dollars $376,825,894


========================================================

Net Payment Rates


Dollars Paid
============

Net Payment
---------------------
% of $        95% C.I.        Amt. of $          95% C.I.
 2.98       0.18- 5.78      $11,229,412      $678,287-$21,780,537
```

/0343   **Rates Calculations**

Proper Payment Rates

```
Thursday, May  7, 1992
PAYMENT RATES
=============

Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204


========================================================

Proper Payment Rates

Payment rate for the following codes:
  Both Week and Dollar Rate

Week Rate:


% of Week    95% C.I.      Nbr. of Weeks         95% C.I.
 81.05      72.35-89.76        742,189       662,476-821,903


Dollars Paid
============

Dollars Paid Properly
---------------------
% of $        95% C.I.       Amt. of $             95% C.I.
 96.74      93.60-99.88    $119,168,164  $115,296,332-$123,039,995
```

Case Error Rates

```
Thursday, May  7, 1992
PAYMENT RATES
=============
Batches 9101 to 9102
No Local Offices.

Sample Size 80
Sample Dollars $10,721
Population Size 915713
Population Dollars $123,183,204
=========================================================

Case Error Report


                      Pop      95%         Pop       95%
Cases         Counts   %       C.I.        Total     C.I.
-----         ------  ---      ----        -----     ----
Proper          65   81.05  72.35-89.76   742189  662476-821903
Improper        15   18.95  10.24-27.65   173524   93810-253237

One Issue
---------
1 Overpayment    9   11.18   4.20-18.16   102409   38486-166331
1 Underpayment   5    6.45   0.98-11.92    59060    8933-109186

Two Issues
----------
2 Overpayment    0
2 Underpayment   0
1 Over, 1 Under  1    1.32   0.00-4.97     12056      0-45472

Three Issues
------------
3 Overpayments   0
3 Underpayments  0
3 Underpayments  0
1 Over, 2 Under  0
2 Over, 1 Under  0

Over 3 Issues
-------------
> 3 Overpayments  0
> 3 Underpayments 0
```

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```
> 3 Over Under    0
```

Standard Reports. The screen on your monitor looks like this when
you select the Standard Reports option from the Statistical
Analysis menu.

```
** m_0344 **
                        STANDARD REPORTS MENU

-----------------------------------------------------------------

            1     (A)nnual Report
            2     Error (R)ates
            3     Payment (S)tatus Report
            4     Error (C)ause Report
            5     (E)rror Responsibility Summary
            6     (P)oint of Detection Error Summary
            7     (W)ork Search Summary
            8     (B)PW/WBA/MBA Report
            9     E(x)it


-----------------------------------------------------------------
To select an option: Use the directional arrow keys or the space bar
to highlight an option and press RETURN or press the number preceding
the option or the letter in parentheses.
<Ctrl-w> Help              <Ctrl-c> Cancel              <Ctrl-x> Logout
```

Annual Report.   The Benefits Quality Control software produces
weighted estimates of the population proper payment, overpayment,
and underpayment rates. The software also computes the 95
percent confidence interval for each of these three rates,
reports the number of BQC sample cases completed (BQC Supervisor
sign-off) as of the date that the report is run, and provides the
total amount of UI benefits paid to the claimant population. The
Annual Report software also generates supplemental data of UI
benefits overpaid by responsibility and cause. The supplemental
data consists of up to 16 responsibility categories and 6 cause
categories.

The proper payment rate consists of the amount paid to the
claimant for cases with no overpayment error or cases in

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which a reversal resulted in a proper payment (Key Week (KW) action codes 01, 02, and 03). KW action codes 14, 16, and 23 are also counted as proper payments for the Annual Report. For cases with overpayments, if the amount overpaid is less than the amount paid, the difference between the amount paid and the amount overpaid is included in the proper payment rate. The proper payment rate also includes the amount paid for UI weeks with only underpayment errors.

The underpayment rate consists of the amounts overpaid for all issues with KW action codes 10, 11, 12, 13, and 15. The dollar amount included in the overpayment rate calculation cannot exceed the amount paid to the claimant.

The underpayment rate consists of the amounts underpaid for all issues with KW action codes 20, 21, and 22.

After selecting the Annual Report option, you are prompted to select the version you wish to run.

```
b_ar
-----------------------------------------------------------------------
                            QC Annual Report
-----------------------------------------------------------------------



                    1. New Data Elements Version

                    2. Original Version

                    3. Stratified Version

                    Enter option (N/O/S):



<Ctrl-w> Help        <Ctrl-g> GotoMenu              <Ctrl-c> Cancel

Default value is "New Data Elements version".
```

If you select the stratified version, you must specify
whether you want to generate a separate report for each
stratum (the default), separate reports for selected strata,
or a single report for all strata combined.

```
b_ars
----------------------------------------------------------------
                        QC Annual Report
----------------------------------------------------------------

                        Generate report by

                        1. Each stratum

                        2. Select strata

                        3. All strata combined

                        Enter option (E/S/A):



<Ctrl-w> Help           <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "Each stratum".
```

If you select separate reports for selected strata, the
following pick screen appears.

```
b_ars1
------------------------------------------------------------------
                         QC Annual Report
------------------------------------------------------------------


                          _____
->     1                  | No. of selected items:  0      |
       2                  |------------------------------- |
       3                  |                                |
       4                  |                                |
                          |                                |
                          |                                |
                          |                                |
                          |_____|

<Ctrl-w> Help      <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items    <e> Edit Mode   <r> Remove
```

After you select the version of the Annual Report, you are
prompted to specify an annual, quarterly, or other batch
range report. Note the screen identifier. If you are
running the original version, this screen is b_aro2. It is
b_arn2 if you are running the new data elements version and
b_ars2 if you are running the stratified version.

```
b_aro2
------------------------------------------------------------------
                         QC Annual Report
------------------------------------------------------------------


        Is this an Annual, a Quarterly or Other Report? (a/q/o)


<Ctrl-w> Help                <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "Annual Report".
```

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If you select "Annual", you are then prompted to enter the
report year. If you select "Quarterly", the same screen
appears and you enter the quarter after you enter the report
year.

```
b_aro3
----------------------------------------------------------------
                         QC Annual Report
----------------------------------------------------------------

                    Report Year:   1991

                    Quarter: (1/2/3/4)

      <Ctrl-g> GotoMenu               <Ctrl-c> Cancel
```

If you select "Other", you are prompted to enter the
beginning batch number and the ending batch number.

```
b_aro4
---------------------------------------------------------------------
                         QC Annual Report
                 (Batch Range Selection Entry Screen)
---------------------------------------------------------------------


                    Beginning Batch:

                       Ending Batch:


<Ctrl-w> Help    <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Enter the Beginning Batch.
```

After you select the year, quarter, or batch range, the next
screen prompts for inclusion or exclusion of EUC cases.

```
b_aro5
---------------------------------------------------------------------
                         QC Annual Report
---------------------------------------------------------------------



         Do you wish to Exclude or Include EUC cases? (e/i)


<Ctrl-w> Help              <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "Exclude".
```

Next, the program asks if you want diagnostics. If you
answer "Yes", the file goes to the bqc subdirectory of your
home directory. The file name is [ST].diag.[login_id], and
it includes sample and population data for each batch in the

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range you specified that are used in the calculation of the
rates and confidence intervals for the report. In most
cases, diagnostics are not needed, and the output file will
take up space on the disk unnecessarily. You should only
request a diagnostics file if you have questions concerning
a previously run Annual Report and you want to examine some
of the batch by batch data in order to check the
calculations used for the report.

```
b_aro6
------------------------------------------------------------------
                        QC Annual Report
------------------------------------------------------------------



                Would you like diagnostics? (y/n)


<Ctrl-w> Help              <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "y".
```

When you have responded to these prompts, the screen next
displays the batch range and informs you of the processes
the program is running.

```
b_aro7
----------------------------------------------------------------------
                            QC Annual Report
----------------------------------------------------------------------

                    Now running report for state:

                    Beginning batch : 9301
                    Ending batch    : 9352

                    Unload data from b_master table ...

                    Unload data from b_errisu table ...

                    Unload data from b_comparison table ...

                    Generating report.  Please wait ...
```

After the program runs, the program asks if you want to
view, print, or save the report.

```
b_aro8

--------------------------------------------------------------------
                        QC Annual Report
--------------------------------------------------------------------


                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report

                    Select an option:


<Ctrl-w> Help            <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "View report".
```

View report sends the output to your monitor. **P**rinter
(system) sends the output to the default Sun ADP system
printer or the printer specified by the environment variable
PRINTER in your .login, .profile or .cshrc file. **L**ocal
printer sends the output to the printer connected to your
terminal. **S**ave report saves the output to a file in the bqc
subdirectory of your home directory. This file is in ASCII
format and can be input to a WordPerfect document.

If you wish to change the period covered by the report (from
CY 1995 to CY 1994, for example), press **Ctrl-c** to go to
screen b_ar2. If you want to return to menu m_0344 to
select a different Standard Report, press **Ctrl-g**.

An example of the program output is on the following pages.

```
                        QC ANNUAL REPORT
                       (Original Version)


Run as of 04-22-95

State: ZZ


            Unemployment Insurance Quality Control

           Annual Report for Calendar Year 1994



Total Dollars Paid in Population
$1,954,209,114

Sample Size                                                    691


                           Percentage    95% Confidence
                           of Dollars    Interval (+/-)

   --------------------------------------------------------
------

Proper Payments              91.8%                      1.8%

Overpayments                       8.2%
1.8%
                             ------
                             100.0%

---------------------------------------------------------------
-

Underpayments                      1.4%
0.5%

---------------------------------------------------------------
-
```

```
                        QC ANNUAL REPORT FOR ZZ

                          Supplemental Data
                             CY 1993


Responsibility for Overpayments (Percent of Dollars Overpaid)

Claimant Only
52.4
Employer Only
25.7
Agency Only
10.7
Claimant + Agency
5.5
Claimant + Employer
4.0
Employer + Agency
1.7
Other Only                                                          0.0
Claimant + Other
0.0
Agency + Other
0.0
Claimant + Employer + Other
0.0
Claimant + Agency + Other                                           0.0
Employer + Agency + Other                                           0.0
Claimant + Employer + Agency + Other
0.0
Claimant + Employer + Agency
0.0
Responsibility Not Specified
0.0




Cause for Overpayments (Percent of Dollars Overpaid)

Work Search Issues
37.3
Base Period Wage Issues
27.4


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```

/0344   **Standard Reports**

```
Benefit Year Earnings Issues
16.4
Separation Issues
13.9
Eligibility Issues Excluding Work Search
4.6
Other Issues
0.4
```

Error Rates. This menu option produces the Error Rates Report. The
Error Rates Report provides weighted and unweighted
estimates of the proper payment, overpayment, and
underpayment rates for both weeks paid and dollars paid.
Percentages of dollars overpaid by cause and responsibility
are also reported. The 95 percent confidence intervals are
computed for all estimates. The number of completed sample
cases (QC supervisor sign off), UI dollars paid to the
sample, population size, and UI dollars paid to the
population are also reported.

The case proper payment rate consists of cases with no
overpayment or underpayment errors or cases in which a
reversal resulted in a proper payment (Key Week (KW) action
codes 01, 02, and 03). KW action codes 14, 16, and 23 are
also counted as proper payments for the Error Rates Report,
in order to maintain consistency with the Annual Report.

The dollar proper payment rate consists of the amount paid
to the claimant for cases with no overpayment errors or
cases in which a reversal resulted in a proper payment (KW
action codes 01, 02, and 03). For cases with overpayments,
if the amount overpaid is less than the amount paid, the
difference between the amount paid and the amount overpaid
is included in the proper payment rate. The proper payment
rate also includes the amount paid for UI weeks with only
underpayment errors or only overpayment errors with KW
action codes 14 and 16.

The case overpayment rate consists of cases with KW action
codes 10, 11, 12, 13, and 15. The dollar overpayment rate
consists of the amounts overpaid for all issues with KW
action codes 10, 11, 12, 13, and 15. The dollar amount
included in the overpayment rate calculation cannot exceed
the amount paid to the claimant.

The case underpayment rate consists of cases with KW action
codes 20, 21, and 22. The dollar underpayment rate consists
of the amounts underpaid for all issues with KW action codes
20, 21, and 22.

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After selecting the Error Rates Report option, you are asked
to specify the beginning and ending batch.

```
b_er1
-----------------------------------------------------------------
                        Error Rates Report
                (Batch Range Selection Entry Screen)
-----------------------------------------------------------------


                    Beginning Batch:

                       Ending Batch:



<Ctrl-w> Help  <Ctrl-b> PrvField  <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Enter the Beginning Batch.
```

After entering the batch range, you are asked to specify the
type of report you want to produce.

```
b_er2
-----------------------------------------------------------------
                        Error Rates Report
-----------------------------------------------------------------



Would you like Weighted/Unweighted/Both estimates (W/U/B)?



<Ctrl-w> Help   <Ctrl-b> Backup   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Default is "both".
```

While the program is running, the following screen will
appear.

```
b_er3

------------------------------------------------------------------
                        Error Rates Report
------------------------------------------------------------------




            It may take several minutes, please wait...



```

After the program runs, you will be asked if you want to
view, print, or save the report.

```
b_er4

--------------------------------------------------------------------
                        Error Rates Report
--------------------------------------------------------------------



                        1. View report

                        2. Printer (system)

                        3. Local printer

                        4. Save report

                        Enter Selection Type (V/P/L/S):



<Ctrl-w> Help              <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "View Report".
```

View report sends the output to your monitor. Printer
(system) sends the output to the default Sun ADP system
printer or the printer specified by the environment variable
PRINTER in your .login, .profile or .cshrc file. Local
printer sends the output to the printer local to your
terminal. Save report saves the output to a file in the bqc
subdirectory of your home directory. This file is in ASCII
format and can be input to a WordPerfect document.

If you wish to change the period covered by the report by
entering a different batch range, press **Ctrl-c** to go to
screen b_er1. If you want to return to menu m_0244 to
select a different Standard Report, press **Ctrl-g**.

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An example of the program output is on the following pages.

ERROR RATES REPORT

Thu, Oct. 01, 1992   14:51:57

PAYMENT RATES
=============

Batches   : 9101 to 9102
Sample Size   : 80
Sample Dollars   : $10,721
Population Size   : 915713
Population Dollars: $123,183,204

                    Weighted Estimates

	Dollars	(+/-)		Cases	(+/-)	
Proper Payments	96.7	3.1		81.1	8.7	
Overpayments	3.3	3.1	*	12.5	7.3	*
Fraud	0.6	1.0	**	2.5	3.5	**
NonFraud	2.6	3.0	**	10.0	6.7	*
Underpayments	0.2	0.2	*	7.8	5.9	*

Overpayments by Responsibility

	Dollars	(+/-)		Cases	(+/-)	
Claimant Only	60.8	44.3	*	40.0	34.4	*
Claimant+Employer	0.0	0.0		0.0	0.0	
Claimant+Agency	0.0	0.0		0.0	0.0	
Claimant+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency	0.0	0.0		0.0	0.0	
Claimant+Employer+Others	0.0	0.0		0.0	0.0	
Claimant+Agency+Others	0.0	0.0		0.0	0.0	
Claimant+Employer+Agency+Others	0.0	0.0		0.0	0.0	
Employer Only	39.2	44.3	**	60.0	34.4	*
Employer+Agency	0.0	0.0		0.0	0.0	
Employer+Others	0.0	0.0		0.0	0.0	
Employer+Agency+Others	0.0	0.0		0.0	0.0	
Agency Only	0.0	0.0		0.0	0.0	
Agency+Others	0.0	0.0		0.0	0.0	
Others Only	0.0	0.0		0.0	0.0	

```
                         ERROR RATES REPORT



   Thu, Oct. 01, 1992    14:51:57


                              Dollars                   Cases
                                      (+/-)                      (+/-)
   Overpayments by Cause
   --------------------

   Benefit Year Earning          60.8     44.3    *    40.0     34.0    *
   Base Period Wages             39.2     44.3   **    60.0     34.0    *
   Separation Issues              0.0      0.0          0.0      0.0
   Work Search                    0.0      0.0          0.0      0.0
   Other Eligibility Issues       0.0      0.0          0.0      0.0
   Dependents Allowance           0.0      0.0          0.0      0.0
   Other Causes                   0.0      0.0          0.0      0.0
```

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```
                    Unweighted Estimates
                    ---------------------


                        Dollars                 Cases
                            (+/-)                   (+/-)

Proper Payments          96.8    3.0          81.3    8.6
Overpayments              3.2    3.0   *      12.5    7.3   *
   Fraud                  0.7    1.0  **       2.5    3.4  **
   NonFraud               2.5    2.8  **      10.0    6.6   *
Underpayments             0.2    0.2   *       7.5    5.8   *




Overpayments by Responsibility
------------------------------

Claimant Only                    60.4   43.5   *      40.0   32.0   *
Claimant+Employer                 0.0    0.0           0.0    0.0
Claimant+Agency                   0.0    0.0           0.0    0.0
Claimant+Others                   0.0    0.0           0.0    0.0
Claimant+Employer+Agency          0.0    0.0           0.0    0.0
Claimant+Employer+Others          0.0    0.0           0.0    0.0
Claimant+Agency+Others            0.0    0.0           0.0    0.0
Claimant+Employer+Agency+Others   0.0    0.0           0.0    0.0
Employer Only                    39.6   43.5  **      60.0   32.0   *
Employer+Agency                   0.0    0.0           0.0    0.0
Employer+Others                   0.0    0.0           0.0    0.0
Employer+Agency+Others            0.0    0.0           0.0    0.0
Agency Only                       0.0    0.0           0.0    0.0
Agency+Others                     0.0    0.0           0.0    0.0
Others Only                       0.0    0.0           0.0    0.0
```

ERROR RATES REPORT

Thu, Oct. 01, 1992   14:51:58

	Dollars			Cases		
		(+/-)			(+/-)	
Overpayments by Cause						

Benefit Year Earning	60.4	43.5	*	40.0	32.0	*
Base Period Wages	39.6	43.5	**	60.0	32.0	*
Separation Issues	0.0	0.0		0.0	0.0	
Work Search	0.0	0.0		0.0	0.0	
Other Eligibility Issues	0.0	0.0		0.0	0.0	
Dependents Allowance	0.0	0.0		0.0	0.0	
Other Causes	0.0	0.0		0.0	0.0	

* This estimate should be used with caution as it is relatively imprecise.
 Any conclusions that are based on this estimate could be misleading due to
the large sampling error compared to the estimate. It is recommended that
the estimate be recomputed using additional sample cases.

** The sampling error associated with this estimate is so large compared to
the estimate that the estimate is extremely unreliable. It is strongly
recommended that this estimate not be used until additional sample cases
are included.

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Payment Status Report.   The Payment Status Report provides
information about the status of completed cases. It
displays the number of completed cases, the number and
percentage that are proper and improper, and the number of
issues overpaid and underpaid broken down by a user-
specified list option. Four list options are offered: Local
Office, All Investigators, QC Supervisor, and Individual
Investigator.

The batch selection screen will appear on your monitor when
you select the Payment Status Report option from the
Standard Reports menu.

```
b_psr1


----------------------------------------------------------------
                    Payment Status Report
             (Batch Range Selection Entry Screen)
----------------------------------------------------------------


                    Beginning Batch:

                      Ending Batch:



<Ctrl-w> Help  <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive
batches. You must enter a beginning batch number followed
by an ending batch number (don't press **Return** between them).
 For a report covering a single batch, enter the one batch
number and press **Return**. The program will validate your
entries, ensuring that they are legitimate batch numbers.

Once you've entered a batch range the screen will prompt you
to choose the list option.

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```
b_psr2

--------------------------------------------------------------
                    Payment Status Report
--------------------------------------------------------------


                    1. Local office report

                  2. All investigators report

                  3. QC supervisor report

                  4. Individual investigator report

                Select Report Type (L/A/Q/I):



<Ctrl-w> Help        <Ctrl-g> GotoMenu         <Ctrl-c> Cancel

Default value is "Local office report".
```

The **L**ocal Office option lists the status of cases by local
office number. The **A**ll Investigators option lists the
status of cases by investigator ID. The **Q**C Supervisor
option lists the status of cases by investigator ID,
subgrouped by a user-selected set of supervisor IDs. The
Individual investigator option lists the status of cases for
a user-selected set of investigator IDs.

If you select option 3, "QC Supervisor", a PICK screen like
the one below will appear allowing you to select supervisor
 IDs.

```
b_psrp1
----------------------------------------------------------------------
                            Supervisor ID
----------------------------------------------------------------------


                           _____
 ->    1                  | No. of selected items:  0    |
       2                  |------------------------------|
       3                  |                              |
       4                  |                              |
       5                  |                              |
                          |                              |
                          |                              |
                          |_____|

<Ctrl-w> Help      <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items    <e> Edit Mode  <r> Remove
```

If you select option 4, "Individual Investigators", a PICK screen like the one below will appear allowing you to select investigator IDs.

```
b_psrp2
----------------------------------------------------------------------
                            Investigator ID
----------------------------------------------------------------------


                           _____
 ->    1                  | No. of selected items:  0    |
       2                  |------------------------------|
       3                  |                              |
       4                  |                              |
       5                  |                              |
                          |                              |
                          |                              |
                          |_____|

<Ctrl-w> Help      <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items    <e> Edit Mode  <r> Remove
```

The program will prepare the report and prompt you with the following screen.

May 1995

```
b_psr3
-------------------------------------------------------------------
                      Payment Status Report
-------------------------------------------------------------------

                    1. View report

                    2. Printer (system)

                    3. Local printer

                    4. Save report

                    Select an option:


<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "View report".
```

If you select **v**iew the report will appear on the screen.
Printer (system) sends the output to the default Sun ADP
system printer or the printer specified by the environment
variable PRINTER in your .login, .profile or .cshrc file.
If you select **l**ocal printer, the report will be queued to
the printer defined as being local in your .cshrc file. If
you select **s**ave the report will be assigned a default name
residing in you "bqc" subdirectory.

Default file names are assigned according to the following
scheme:
```
     local office              psr_locXXXXYYYY
     all investigators         psr_allXXXXYYYY
     QC supervisors            psr_qcsXXXXYYYY
     individual investigators  psr_invXXXXYYYY
```
where XXXX is the beginning batch and YYYY is the ending batch.

An example of the program output follows (file psr_loc92019213):

```
                    Payment Status Report


Beginning Batch: 9201                    Run Date: Sep 15, 1992
Ending Batch:    9213

                      KW Payment Status     Improper Payments
Local     # Cases       (# of cases)          (# of issues)
Office    Completed    Proper    Improper   Overpaid Underpaid
-----------------------------------------------------------------
0005          7        7  100.0%   0    0.0%       0         0
0009          7        5   71.4%   2   28.6%       2         0
0011          7        7  100.0%   0    0.0%       0         0
0012          6        5   83.3%   1   16.7%       1
0020          6        6  100.0%   0    0.0%       0         0
0022          6        4   66.7%   2   33.3%       2         1
0040          6        4   66.7%   2   33.3%       0         2
0052          6        5   83.3%   1   16.7%       1         0
0060          6        5   83.3%   1   16.7%       1         0
0061          6        5   83.3%   1   16.7%       1         1
0070          6        6  100.0%   0    0.0%       0         0
0071          6        6  100.0%   0    0.0%       0         0
0079          6        5   83.3%   1   16.7%       1         0
0080          6        6  100.0%   0    0.0%       0         0
0100          6        6  100.0%   0    0.0%       0         0
0103          6        6  100.0%   0    0.0%       0         0
0110          6        6  100.0%   0    0.0%       0         0
0111          6        5   83.3%   1   16.7%       1         0
0120          6        5   83.3%   1   16.7%       0         1
0140          6        5   83.3%   1   16.7%       1         0
0146          6        5   83.3%   1   16.7%       0         1
0150          5        5  100.0%   0    0.0%       0         0
0160          6        5   83.3%   1   16.7%       1         0
0170          6        5   83.3%   1   16.7%       0         1
0172          6        6  100.0%   0    0.0%       0         0
0200          6        6  100.0%   0    0.0%       0         0
0210          6        6  100.0%   0    0.0%
-----------------------------------------------------------------
TOTALS      164      147   89.6%  17   10.4%      12         7
```

Error Cause Report. The Error Cause Report displays the number of issues grouped by error cause (field ei3) and a user-specified list option. Four list options are offered: Local Office, All Investigators, QC Supervisor, and Individual Investigator.

The cause categories and their matching codes are:

Category	Error Cause Codes
KW Reporting	100-199
Base Period Reporting	200-299
Separation Issues	300-399
Work Search	420-429
Eligibility Issues	400-499, excluding 420-429
Other Issues	500-699

When you select Error Cause Report from the Standard Reports menu, you will see the batch entry screen below.

```
b_ec1


-----------------------------------------------------------------
                        Error Cause Report
                (Batch Range Selection Entry Screen)
-----------------------------------------------------------------


                    Beginning Batch:

                      Ending Batch:



<Ctrl-w> Help  <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers.

Once you've entered a batch range the screen will prompt you to choose the list option.

```
b_ec2


-------------------------------------------------------------------
                        Error Cause Report
-------------------------------------------------------------------


                  1. Local office report

                  2. All investigators report

                  3. QC Supervisor report

                  4. Individual investigator report

                  Select Report Type (L/A/Q/I):



<Ctrl-w> Help        <Ctrl-g> GotoMenu        <Ctrl-c> Cancel

Default value is "Local office report".
```

The Local Office option lists the number of issues by local
office number. The All Investigators option lists the
number of issues by investigator ID. The QC Supervisor
option lists the number of issues by investigator ID,
subgrouped by a user-selected set of supervisor IDs. The
Individual Investigator option lists the number of issues by
a user-selected set of investigator IDs.

If you select option **3,** a PICK screen like the one below
will appear allowing you to select by supervisor IDs.

```
b_ecp1
-----------------------------------------------------------------
                         Supervisor ID
-----------------------------------------------------------------

                                 _____
->      1                       |No. of selected items:  0      |
        2                       |-------------------------------|
        3                       |                               |
        4                       |                               |
        5                       |                               |
                                |                               |
                                |_____|


<Ctrl-w> Help       <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept     <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

If you select option **4**, a PICK screen like the one below will
appear allowing you to select by investigator IDs.

```
b_ecp2
-----------------------------------------------------------------
                         Investigator ID
-----------------------------------------------------------------

                                 _____
->      1                       |No. of selected items:  0      |
        2                       |-------------------------------|
        3                       |                               |
        4                       |                               |
        5                       |                               |
                                |                               |
                                |_____|


<Ctrl-w> Help       <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept     <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

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The program will prepare the report and prompt you with the following screen.

```
b_ecr4
---------------------------------------------------------------------
                         Error Cause Report
---------------------------------------------------------------------



                    1. View report

                    2. Print (system)

                    3. Local printer

                    4. Save report

                    Select an option:

<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "View report".
```

If you select **V**iew, the report will appear on the screen. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select **L**ocal printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select **S**ave the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are assigned according to the following scheme:
```
local office              ec_loc.XXXXYYYY
all investigators         ec_all.XXXXYYYY
QC supervisors            ec_sup.XXXXYYYY
individual investigators  ec_ind.XXXXYYYY
```
where XXXX is the beginning batch and YYYY is the ending batch.

An example of the program output follows (file ec_loc.92019213):

```
                        Error Cause Report


Beginning Batch: 9201                      Run Date: Sep 15, 1992
Ending Batch   : 9213

Local       Ben. Yr.    BPW      Sep.    Work   Other Elig.  Other
Office       Earn.      Rept.    Iss.    Srch.     Iss.      Iss.
-----------------------------------------------------------------
 0005          0          0        0       0        0         0
0009           1          0        0       1        0         0
0011           0          0        0       0        0         0
0012           0          1        0       0        0         0
0020           0          0        0       0        0         0
0022           1          1        0       0        0         1
0040           0          2        0       0        0         0
0052           0          1        0       0        0         0
0060           0          1        0       0        0         0
0061           1          1        0       0        0         0
0070           0          0        0       0        0         0
0071           0          0        0       0        0         0
0079           1          0        0       0        0         0
0080           0          0        0       0        0         0
0100           0          0        0       0        0         0
0103           0          0        0       0        0         0
0110           0          0        0       0        0         0
0111           0          0        1       0        0         0
0120           0          1        0       0        0         0
0140           1          0        0       0        0         0
0146           0          1        0       0        0         0
0150           0          0        0       0        1         0
0160           0          0        1       0        0         0
0170           1          0        0       0        0         0
0172           0          0        0       0        0         0
0200           0          0        0       0        0         0
0210           0          0        0       0        0         0
-----------------------------------------------------------------
TOTALS         6          9        2       1        1         1
PERCENTAGES  30.0       45.0     10.0     5.0      5.0       5.0
```

Error Responsibility Report.   The Error Responsibility Report displays the number of error issues for which various parties bear responsibility. It is a crosstabulation between error responsibility (field ei4) and a user-specified list option. Four list options are offered: local office, all investigators, QC supervisor, and individual investigator.

The responsibility categories and their matching codes are shown below.

Responsibility Category   Matching Code(s)

     Claimant   1000
     Employer   0200
     Agency   0030
     Other   0004
     Multiple   1200,1030,1004,0230,
                           0204,0034,1230,1204,
                           1034,0234,1234

When you select Error Responsibility Report from the Standard Reports menu, you will see the batch entry screen.

```
b_ers1
------------------------------------------------------------------
                Error Responsibility Summary Report
                 (Batch Range Selection Entry Screen)
------------------------------------------------------------------


                    Beginning Batch:

                      Ending Batch:


<Ctrl-w> Help <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive
batches. You must enter a beginning batch number followed
by an ending batch number (don't press **Return** between them).
 For a report covering a single batch, enter the one batch
number and press **Return**. The program will validate your
entries, ensuring that they are legitimate batch numbers.

Once you've entered a batch range the screen will prompt you
to choose the list option.

```
b_ers2


---------------------------------------------------------------
                  Error Responsibility Summary Report
---------------------------------------------------------------



                  1. Local Office Report

                  2. All Investigators Report

                  3. QC Supervisor Report

                  4. Individual Investigator Report

                  Select Report Type (L/A/Q/I):



<Ctrl-w> Help        <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "Local Office Report".
```

The Local Office option lists the number of error issues by
local office number. The All Investigators option lists the
number of error issues by investigator ID. The QC
Supervisor option lists the number of error issues by
investigator ID, subgrouped by a user-selected set of
supervisor IDs. The Individual Investigator option lists
the number of error issues by a user-selected set of
investigator IDs.

If you select option **3**, a PICK screen like the one below
will appear allowing you to select by supervisor IDs.

```
b_ersp1
-----------------------------------------------------------------
                          Supervisor ID
-----------------------------------------------------------------


                             _____
->      1                    |No. of selected items:  0      |
        2                    |-------------------------------|
        3                    |                               |
        4                    |                               |
        5                    |                               |
                             |                               |
                             |_____|


<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

If you select option **4**, a PICK screen like the one below will
appear allowing you to select by investigator IDs.

```
b_ersp2
-----------------------------------------------------------------
                         Investigator ID
-----------------------------------------------------------------


                             _____
->      1                    |No. of selected items:  0      |
        2                    |-------------------------------|
        3                    |                               |
        4                    |                               |
        5                    |                               |
                             |                               |
                             |_____|


<Ctrl-w> Help      <Ctrl-g> GotoMenu      <Ctrl-c> Cancel
<Ctrl-[> Accept    <RETURN> Select Items  <e> Edit Mode  <r> Remove
```

The program will prepare the report and prompt you with the following screen.

```
b_ers4
---------------------------------------------------------------
                  Error Responsibility Summary Report
---------------------------------------------------------------


                    1. View report

                    2. Print (system)

                    3. Local printer

                    4. Save report

                    Select an option:

<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "View report".
```

If you select View, the report will appear on the screen. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select Local printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select Save, the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are assigned according to the following scheme:
```
local office              ers_locXXXXYYYY
all investigators         ers_allXXXXYYYY
QC supervisors            ers_qcsXXXXYYYY
individual investigators  ers_indXXXXYYYY
```
where XXXX is the beginning batch and YYYY is the ending batch.

```
An example of the program output follows (file ers_loc92019213):


            ERROR RESPONSIBILITY SUMMARY REPORT



Begining Batch: 9201              Run Date:    Sep. 15, 1992
Ending Batch  : 9213


Local Office   Claimant   Employer   Agency    Other    Multiple
------------   --------------------------------------------------
     0005         3          1          0         0          0
     0009         2          0          0         0          0
     0012         0          1          0         0          0
     0022         2          1          0         0          0
     0040         0          1          1         0          0
     0052         0          1          0         0          0
     0060         0          1          0         0          0
     0061         1          1          0         0          0
     0079         1          0          0         0          0
     0111         1          0          0         0          0
     0120         0          0          1         0          0
     0140         1          0          0         0          0
     0146         0          0          0         0          1
     0150         0          0          1         0          0
     0160         1          0          0         0          0
     0170         1          0          0         0          0
     0212         1          1          0         0          0
     0222         0          1          0         0          0
     0230         1          1          0         0          0
     0250         0          1          0         0          0
     0260         1          0          0         0          0
     0261         1          1          0         0          0
     0280         1          0          0         1          0
     0290         1          2          0         0          2
     0340         1          1          0         0          0
     0352         2          0          0         0          0
------------   --------------------------------------------------
TOTALS          22         15          3         1          3
PERCENTAGES     50.0       34.1        6.8       2.3        6.8
```

Point of Detection Error Summary.   The Point of Detection Error Summary provides you with information on the number of payment error issues and percentage distribution by the seven point of detection categories (field ei5 in the errisu table):

```
10 - Verification of work search contact
20 - Verification of wages and/or separation
30 - Claimant interview
40 - Verification of eligibility with 3rd parties
50 - UI records
60 - Job or Employment Service records
70 - Verification with union
```

After selecting the Point of Detection Summary option, you are asked to specify the beginning and ending batch.

```
b_pdpes1
-----------------------------------------------------------------
              Point of Detection Payment Error Summary Report
                   (Batch Range Selection Entry Screen)
-----------------------------------------------------------------



                    Beginning Batch:

                      Ending Batch:


<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Beginning Batch.
```

Next, you are prompted to specify the type of summary.

```
b_pdpes2
--------------------------------------------------------------------
               Point of Detection Payment Error Summary Report
--------------------------------------------------------------------


                    1. Local office report

                    2. All investigators report

                    3. QC supervisor group report

                    4. Individual investigator report

                    Enter Report Type (L/A/Q/I):


<Ctrl-w> Help              <Ctrl-g> GotoMenu              <Ctrl-c> Cancel

Default value is "Local office report".
```

The **L**ocal office report will produce point of detection data
for each local office.

The **A**ll investigators report will produce point of detection
data for each QC investigator.

The **Q**C Supervisor (Group) report will produce point of
detection data for each QC investigator assigned to the
specified QC supervisor. A pick screen will appear with a
list of QCS IDs.

```
b_pdpesp1
-----------------------------------------------------------------------
           Point of Detection Payment Error Summary Report
-----------------------------------------------------------------------

--> 1
 
    2                                   No. of selected items:   0/1
    3

    11
    12




```

<Ctrl-w> Help <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept   <RETURN> Select Items   <e> Edit Mode   <r> Remove

The Individual Investigator Report will produce point of
detection data only for each QC investigator selected from
the list of QC investigators, which appears on a pick
screen.

```
b_pdpesp2
------------------------------------------------------------------------
           Point of Detection Payment Error Summary Report
------------------------------------------------------------------------
--> 1
▼❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦☺
    2                              ¤No. of selected items:    0/1 ¤
    3
↙❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦◇
    10                                   ¤                        ¤
    11                                   ¤                        ¤
    12                                   ¤                        ¤
    22                                   ¤                        ¤
    30                                   ¤                        ¤
    32                                   ¤                        ¤


  ¤✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦✦¤


  ☻❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦❦▲

<Ctrl-w> Help  <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept   <RETURN> Select Items   <e> Edit Mode   <r> Remove
```

While the program is running, the following screen will
appear, with information appropriate to the type of report
and batch range selected.

```
b_pdpes3
-----------------------------------------------------------------------
           Point of Detection Payment Error Summary Report
-----------------------------------------------------------------------

    Preparing Local Office Report...

    Processing batches 9101 TO 9113
```

After the program runs, the following screen appears for you
to direct the output report.

```
b_pdpes4
--------------------------------------------------------------------
            Point of Detection Payment Error Summary Report
--------------------------------------------------------------------

                      1. View report

                      2. Printer (system)

                      3. Local printer

                      4. Save report

                      Select an option:

<Ctrl-w> Help             <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "View report".
```

View report sends the output to your monitor. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. Local printer sends the output to the printer local to your terminal. Save report saves the output to a file in the bqc subdirectory of your home directory. This file is in ASCII format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators versus Local Office, for example), press **Ctrl-c** to go to screen b_pdpes2. If you want to return to menu m_0244 to select a different Standard Report, press **Ctrl-g**.

An example of the program output is on the following page.

/0344   **Standard Reports**

Point of Detection Payment Error Summary Report

Beginning Batch:9101   Run Date: Apr 23, 1992
Ending Batch   :9104

Inv. ID	Work Search	Wages Sep.	Claim Intv.	Third Party	UI Recs.	JS/ES Recs.	Union
1	1	0	0	0	0	0	0
5	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0
9	0	1	0	0	0	0	0
10	0	2	0	0	0	0	0
11	0	0	0	0	0	0	0
12	0	3	0	0	0	0	0
13	0	2	0	0	0	0	0
14	0	0	0	0	0	0	0
15	0	2	0	0	0	0	0
17	0	0	0	0	0	0	0
19	0	1	0	0	0	0	0
20	0	1	0	0	0	0	0
21	0	2	0	0	0	0	0
22	0	0	0	0	0	0	0
23	0	1	0	0	0	0	0
31	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0
40	0	1	0	0	0	0	0
41	0	2	0	0	0	0	0
44	0	0	0	0	0	0	0
50	0	1	0	0	0	0	0
51	0	0	0	0	0	0	0
52	0	2	0	0	0	0	0
53	0	0	0	0	0	0	0
62	0	0	0	0	0	0	0
63	0	1	0	0	0	0	0
72	0	0	0	0	0	0	0
73	0	0	0	0	0	0	0
75	0	0	0	0	0	0	0
76	0	0	0	0	0	0	0
77	0	1	0	0	0	0	0
87	0	0	0	0	0	0	0
89	0	1	0	0	0	0	0
90	1	0	0	0	0	0	0
TOTALS	2	24	0	0	0	0	0
PERCENTAGES	7.7	92.3	0.0	0.0	0.0	0.0	0

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Work Search Summary. The Work Search Summary provides you with information on the number of work search contacts investigated (field g12 in the master table), the number of work search contacts accepted (field g13), the number of work search contacts unacceptable (field g14), and the number of work search contacts unverifiable (field g15). Both number of cases and percentages are reported. Averages for each category are also printed on the last line of the report.

After selecting the Work Search Summary option, you are asked to specify the beginning and ending batch.

```
b_wss1
-------------------------------------------------------------------
                    Work Search Summary Report
                 (Batch Range Selection Entry Screen)
-------------------------------------------------------------------

                     Beginning Batch:

                       Ending Batch:


<Ctrl-w> Help   <Ctrl-b> PrvField  <Ctrl-g> GotoMenu  <Ctrl-c> Cancel

Enter the Beginning Batch.
```

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Next, you are prompted to specify the type of summary.

```
b_wss2
----------------------------------------------------------------------
                      Work Search Summary Report
----------------------------------------------------------------------

                    1. Local Office Report

                    2. All Investigators Report

                    3. QC Supervisor Group Report

                    4. Individual Investigator Report

                    Select Report Type (L/A/Q/I):


<Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel

Default value is "Local Office Report".
```

The **L**ocal Office Report will produce work search summary data for each local office.

The **A**ll Investigators Report will produce work search summary data for each QC investigator.

The **Q**C Supervisor Group Report will produce work search summary data for each QC investigator assigned to the specified QC supervisor. A pick screen will appear with a list of QCS IDs.

```
 b_wssp1
 ----------------------------------------------------------------------
                            Supervisor ID
 ----------------------------------------------------------------------


 --> 1

    5                              No. of selected items:   0/1

          9
                                              12
                                                    25




 The Individual Investigator Report will produce work search
 summary data only for each QC investigator selected from the
 list of QC investigators, which appears on a pick screen.
```

<Ctrl-w> Help   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel
<Ctrl-[> Accept   <Return> Select Items   <e> Edit Mode   <r> Remove

The Individual Investigator Report will produce work search
summary data only for each QC investigator selected from the
list of QC investigators, which appears on a pick screen.

```
b_wssp2
----------------------------------------------------------------------
                          Investigator ID
----------------------------------------------------------------------


--> 1

                                                     2
               No. of selected items:    0/1

                                                      3


    10

         12

      21


    25


    31


    32




<Ctrl-w> Help       <Ctrl-g> GotoMenu        <Ctrl-c> Cancel
<Ctrl-[> Accept     <Return> Select Items     <e> Edit Mode    <r> Remove
```

While the program is running, the following screen will appear, with information appropriate to the type of report and batch range selected.

Standard Reports /0344

```
b_wss3
----------------------------------------------------------------
                    Work Search Summary Report
----------------------------------------------------------------


     Preparing Local Office Report...

     Processing batches 9101 TO 9113
```

After the program runs, you will be asked if you want to view, print, or save the report.

```
b_wss4
----------------------------------------------------------------
                    Work Search Summary Report
----------------------------------------------------------------



                         1. View report

                         2. Printer (system)

                         3. Local printer

                         4. Save report

                         Select an option:



<Ctrl-w> Help           <Ctrl-g> GotoMenu           <Ctrl-c> Cancel

Default value is "View Report".
```

View report sends the output to your monitor. **P**rinter (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. **L**ocal

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printer sends the output to the printer local to your
terminal. **S**ave report saves the output to a file in the bqc
subdirectory of your home directory. This file is in ASCII
format and can be input to a WordPerfect document.

If you wish to change the type of summary (All Investigators
versus Local Office, for example), press **Ctrl-c** to go to
screen b_wss2. If you want return to menu m_0244 to select a
different Standard Report, press **Ctrl-g**.

An example of the program output is on the following page.

Standard Reports   **/0344**

WORK SEARCH SUMMARY

Beginning Batch: 9101   Run Date: Apr. 23,
1992
Ending Batch   : 9104

Inv ID	Cases Assigned	W.S. Total	W.S. Average	Acceptable #	Acceptable %	Unacceptable #	Unacceptable %	Unverifiable #	Unverifiable %
1	5	7	1.40	2	28.6	0	0.0	5	71.4
5	5	6	1.20	1	16.7	1	16.7	4	66.6
8	5	6	1.20	1	16.7	1	16.7	4	66.6
9	5	0	0.00	0	0.0	0	0.0	0	0.0
10	5	0	0.00	0	0.0	0	0.0	0	0.0
11	5	0	0.00	0	0.0	0	0.0	0	0.0
12	5	6	1.20	3	50.0	1	16.7	2	33.3
13	5	0	0.00	0	0.0	0	0.0	0	0.0
14	5	1	0.20	1	100.0	0	0.0	0	0.0
15	5	0	0.00	0	0.0	0	0.0	0	0.0
17	5	1	0.20	1	100.0	0	0.0	0	0.0
19	5	0	0.00	0	0.0	0	0.0	0	0.0
20	5	6	1.20	2	33.3	0	0.0	4	66.7
21	5	4	0.80	0	0.0	0	0.0	4	100.0
22	5	4	0.80	1	25.0	0	0.0	3	75.0
23	5	5	1.00	0	0.0	0	0.0	5	100.0
31	5	0	0.00	0	0.0	0	0.0	0	0.0
32	5	1	0.20	0	0.0	0	0.0	1	100.0
40	5	1	0.20	1	100.0	0	0.0	0	0.0
41	5	3	0.60	1	33.3	0	0.0	2	66.7
44	5	2	0.40	2	100.0	0	0.0	0	0.0
50	5	4	0.80	1	25.0	0	0.0	3	75.0
51	4	8	2.00	1	12.5	0	0.0	7	87.5
52	4	5	1.25	0	0.0	0	0.0	5	100.0
53	4	1	0.25	0	0.0	0	0.0	1	100.0
62	4	5	1.25	3	60.0	0	0.0	2	40.0
63	4	3	0.75	1	33.3	0	0.0	2	66.7
72	4	7	1.75	0	0.0	1	14.3	6	85.7
73	4	6	1.50	1	16.7	1	16.7	4	66.6
77	4	12	3.00	2	16.7	2	16.7	8	66.6
87	4	2	0.50	0	0.0	0	0.0	2	100.0
AVERAGE	4.71	3.42	0.72	0.80	23.39	0.23	6.73	2.39	69.88

NOTE: Data in the AVERAGE row have been rounded to two decimal places for
       display. The percentage calculations are based on unrounded data,

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and may not equal the percentages obtained using rounded data.

Standard Reports /0344

BPW/WBA/MBA Report. The Base Period Wages report displays the number and percentage of cases for which the Base Period Wages, Weekly Benefit Amount, and Maximum Benefit Amount were stated correctly, overreported or underreported. The report also gives unweighted estimates of the average overstated amounts and the average understated amounts.

The screen on your monitor will look like this when you select the BPW/WBA/MBA option from the Standard Reports menu.

```
b_bpw1


-------------------------------------------------------------------
                                       BPW/WBA/MBA Summary Report
                    (Batch Range Selection Entry Screen)
-------------------------------------------------------------------



                         Beginning Batch:

                            Ending Batch:



<Ctrl-w> Help  <Ctrl-b> PrvField   <Ctrl-g> GotoMenu   <Ctrl-c> Cancel

Enter the Beginning Batch.
```

A batch range can cover anywhere from one to 157 consecutive batches. You must enter a beginning batch number followed by an ending batch number (don't press **Return** between them). For a report covering a single batch, enter the one batch number and press **Return**. The program will validate your entries, ensuring that they are legitimate batch numbers.

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/0344   **Standard Reports**

Once you've entered a batch range the report will be generated and the following screen will appear.

```
b_bpw3
-------------------------------------------------------------------
                       BPW/WBA/MBA Summary Report
-------------------------------------------------------------------


                 1. View report

                 2. Printer (system)

                 3. Local printer

                 4. Save report


                 Select an option:


<Ctrl-w> Help        <Ctrl-g> GotoMenu         <Ctrl-c> Cancel

Default value is "View report".
```

If you select view the report will appear on the screen. Printer (system) sends the output to the default Sun ADP system printer or the printer specified by the environment variable PRINTER in your .login, .profile or .cshrc file. If you select local printer, the report will be queued to the printer defined as being local in your .cshrc file. If you select save" the report will be assigned a default name and placed in your "bqc" subdirectory.

Default file names are of the form "bpw.XXXXYYYY", where XXXX is the beginning batch and YYYY is the ending batch.

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An example of the program output follows (file bpw.92019213):

BPW/WBA/MBA Summary Report

```
Beginning Batch: 9201                    Run Date: Sep 15, 1992
Ending Batch   : 9213

                                       # of      % of      Ave
                                       Cases     Cases     Error
                                       -----     -----     -----

Cases Where Base Period Wages Were

Correct (e3=e4)                         368      83.2%    -------
Understated (e3<e4)                      37       8.4%    -$2,923
Overstated (e3>e4)                       37       8.4%     $1,272
                                       ----     ------
Total                                   442     100.0%

Cases Where Weekly Benefit Amt. Was

Correct (e9=e10)                        404      91.4%    -------
Understated (e9<e10)                     20       4.5%    -   $17
Overstated (e9>e10)                      18       4.1%        $17
                                       -----    ------
Total                                   442     100.0%

Cases Where Maximum Benefit Amt. Was

Correct (e11=e12)                       398      90.0%    -------
Understated (e11<e12)                    22       5.0%    -  $527
Overstated (e11>e12)                     22       5.0%       $577
                                       -----    ------
Total                                   442     100.0%
```

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Path and Menu Options   **Appendix A**

```
/01   (D)esk Management

/02   (U)I Required Reports Rel. 3.5.1

/03   (B)enefits Quality Control Rel. 4.3

/031        (I)nvestigator Case Management
/0311           (N)ew Investigative Assignments
/0312           (U)pdate Case
/03121              Update using (K)ey Codes
/03122              Update using (Q)uery
/03123              Update (S)tate Options
/03124              Update (E)rror Options
/03125              (U)nlock Cases
/03126              E(x)it
/0313           (D)CI Report
/0314           (C)ase Review Report
/0315           E(x)it

/032        (S)upervisor Case Management
/0321           (C)ase Conversion
/03211              (A)utomatic Conversion
/03212              (C)omparison Data/Sample Case Entry
/03213              (E)nter Comparison Data
/03214              (S)ample Case Entry
/03215              (R)evise Comparison Data
/03216              E(x)it
/0322           Case (A)ssignment
/03221              (A)ssign Cases
/03222              (R)eassign Cases
/03223              A(u)tomatically Allocate Cases
/03224              (M)anually Allocate/Reallocate Case
/03225              A(s)signment Report
/03226              E(x)it
/0323           (R)eopen Completed Cases
/0324           (F)ast Supervisory Signoff
/0325           (T)ime Lapse
/03251              (U)ser Defined TL Report
/03252              (O)fficial TL Report
/03253              E(x)it
/0326           Change Control (I)nformation
/0327           (S)tamp
/0328           E(x)it
```

```
/033        (E)nvironment Settings
/0331           (S)taff Table
/03311              (A)dd Staff
/03312              (C)hange Staff Record
/03313              (D)elete Staff Record
/03314              (P)rint Staff Table
/03315              (Q)uery Staff Table
/03316             E(x)it
/0332           (L)ocal Office Table
/03321              (A)dd Local Office
/03322              (C)hange Local Office
/03323              (D)elete Local Office
/03324              (P)rint Local Office
/03325              (Q)uery Local Office
/03326             E(x)it
/0333           (V)alidation Limits
/0334           (C)ase Review Control
/0335           State (O)ption
/03351              (S)tate Option Control
/03362              (E)rror Option Control
/03363              State Option (D)ate Dictionary
/03364              State Option (V)alidation
/03365              Error (O)ption Validation
/03366             E(x)it
/0337          E(x)it

/034        Statistical (A)nalysis
/0341           Sample (V)alidation
/0342           Sample (C)haracteristics
/0343           (R)ates Calculations
/0344           (S)tandard Reports
/03441              (A)nnual Report
/03442              Error (R)ates
/03443              Payment (S)tatus Report
/03444              Error (C)ause Report
/03445              (E)rror Responsibility Summary
/03446              (P)oint of Detection Error Summary
/03447              (W)ork Search Summary
/03448              (B)PW/WBA/MBA Report
/03449             E(x)it
/0345          E(x)it

/035        E(x)it

/04  (T)utorials
```

```
/05  (L)og Into Old System

/06  E(x)it from UI Menu
```

There are eleven programs that can be run non-interactively using
        the UNIX command line or /etc/cron (the clock). These
        programs are listed below in groups according to types of
        data input. (If you use the CRUN Driver you can drop the
        .4ge extention.)

        The first group of programs require only a beginning and
        ending batch number.

1.   Annual Report:
      ar.4ge   begin_batch end_batch
2.   BPW/MBA/MBA Report:
      bpw.4ge   begin_batch end_batch
3.   User Defined TL:
      udtl.4ge   begin_batch end_batch

      The second group of programs require a sorting option with
      the beginning and ending batch numbers. The options are
      sorting and displaying by investigator or sorting and
      displaying by local office.

4.   Error Cause Report:
      ecr.4ge   { inv | loc } begin_batch end_batch
5.   Error Responsibility Summary:
      ers.4ge   { inv | loc } begin_batch end_batch
6.   Point of Detection Error Summary:
      pdpes.4ge   { inv | loc } begin_batch end_batch
7.   Payment Error Report (Error Rates):
      per.4ge   { inv | loc } begin_batch end_batch
8.   Payment Status Report:
      psr.4ge   { inv | loc } begin_batch end_batch
9.   Work Search Summary:
      wss.4ge   { inv | loc } begin_batch end_batch

      The third group of programs require a report type option
      with the beginning and ending batch numbers. The options
      are aggregate, exceptions, or individual.

10.   Sample Characteristics Report:
      scr.4ge   { agg | exc | ind } begin_batch end_batch
11.   Sample Validation Report:
      sv.4ge   { agg | exc | ind } begin_batch end_batch

Appendix B	**Clock Programs**

CRUN DRIVER.   Since the programs access the UIS database UIDB,
several environment variables must be set for proper
execution. The Bourne shell driver, 'crun', resides in
/usr2/bqc/bin, and is supplied for executing these listed
programs. The user may wish to modify a copy of this
program for their own use.

Note that the extention, .4ge, is dropped from the syntax
statement when the CRUN DRIVER is used.

```
/********************   CRUN DRIVER   *******************/



#! /bin/sh
##################################################################
#%Z% SCCS file name:        %P%
#%Z% SCCS ID (rel.level.branch.sequence):   %I%
#%Z% Last Changed:  %G%     Time:   %U%
#
# This program is the driver for the BQC state system modules.
# It allows for execution of modules that can be envoked from the
# command line.  This program initializes the environment
# variables commonly used among all of the state software modules
# and then invokes the specified modules.
#
##################################################################
usage_msg()
{
    ${FIVEBIN}/echo "\nUsing the \"${0}\" driver, the following
BQC State system's modules could be"
    ${FIVEBIN}/echo "executed from the command line with syntax
shown below:\n"
    ${FIVEBIN}/echo "  $BQCBIN/$0 ar    begin_batch end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 bpw   begin_batch end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 ecr { inv | loc } begin_batch
end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 ers { inv | loc } begin_batch
end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 pdpes { inv | loc }
begin_batch end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 per { inv | loc } begin_batch
end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 psr { inv | loc } begin_batch
end_batch"
    ${FIVEBIN}/echo "  $BQCBIN/$0 scr { agg | exe | ind}
begin_batch end_batch"
```

```
    ${FIVEBIN}/echo "   $BQCBIN/$0 sv { agg | exe | ind}
begin_batch end_batch"
    ${FIVEBIN}/echo "   $BQCBIN/$0 udtl    begin_batch end_batch"
    ${FIVEBIN}/echo "   $BQCBIN/$0 wss { inv | loc } begin_batch
end_batch"
    ${FIVEBIN}/echo "(Example)  $BQCBIN/$0 sv agg \${beg}
\${end}"
    ${FIVEBIN}/echo "where \${beg} is the beginning batch number
and \${end} is the ending"
    ${FIVEBIN}/echo "batch number passed to the \"$0\" driver
from a user's script.\n"
    ${FIVEBIN}/echo "NOTE:  { inv | loc } means there are two
options to this program."
    ${FIVEBIN}/echo "which are \"inv\" and \"loc\".  This same
is true [3 options] for"
    ${FIVEBIN}/echo "\"agg\", \"exe\", and \"ind\"."
}

################################################################
# This function tests the existence of the "${HOME}/bqc"
# directory, and if it does not exist create it.  We may want to
# envoke this function only for the modules that are using
# "${HOME}/bqc" directory.
################################################################
TEST_BQC_DIR()
{
    if [ ! -d ${HOME}/bqc ]
    then
        mkdir ${HOME}/bqc
        chmod 744 ${HOME}/bqc
    fi
}
```

```
###############################################################
# This group of variables is defined in this script for now. But
# since they might be common for all applications at the state
# level they may need to be defined prior to execution of the
# main menu and deleted from this program when all of the state
# systems are integrated together.
###############################################################

DBPATH=/database
SQLEXEC=/BIN/informix/lib/sqlexec
DBEDIT=vi
DBDATE=MDY4/
INFORMIXDIR=/BIN/informix
INFORMIXTERM=vt220
DBDELIMITER="|"

export SQLEXEC DBPATH DBEDIT DBDATE  DBDELIMITER
export INFORMIXDIR INFORMIXTERM

###############################################################
# This group of variables is specific to the BQC state software.
###############################################################
FIVEBIN=/usr/5bin
BQCSYS=/usr2/bqc
BQCBIN=${BQCSYS}/bin
BIN=${BQCSYS}/bin
BQCLIB=${BQCSYS}/lib
BQCTMP=${BQCSYS}/tmp
TERMCAP=${BIN}/termcap
TMPDIR=/tmp

# Check all the directories that are listed in the variable
#"PATH" and if they are not needed remove them and if other
# directory path is needed we must add them.
PATH=.:/bin:/usr/ucb:/usr/bin:/usr/5bin:/BIN/wplib:/BIN/informix/
bin:/usr2/bin:${BIN}

export BQCSYS BQCBIN BIN BQCLIB BQCTMP TERMCAP TMPDIR PATH

if [ $# -gt 4 ]
then
     usage_msg
     exit 1
fi
```

```
TEST_BQC_DIR

cd ${BIN}

case "${1}"
in
    ar)        ${BIN}/ar.4ge ${2} ${3} ${4} ;;
    bpw)       ${BIN}/bpw.4ge ${2} ${3} ${4} ;;
    ecr)       ${BIN}/ecr.4ge ${2} ${3} ${4} ;;
    ers)       ${BIN}/ers.4ge ${2} ${3} ${4} ;;
    pdpes)     ${BIN}/pdpes.4ge ${2} ${3} ${4} ;;
    per)       ${BIN}/per.4ge ${2} ${3} ${4} ;;
    psr)       ${BIN}/psr.4ge ${2} ${3} ${4} ;;
    scr)       ${BIN}/scr.4ge ${2} ${3} ${4} ;;
    sv)        ${BIN}/sv.4ge ${2} ${3} ${4} ;;
    udtl)      ${BIN}/udtl.4ge ${2} ${3} ;;
    wss)       ${BIN}/wss.4ge ${2} ${3} ${4} ;;
    *) usage_msg
         exit 1 ;;
esac
```

The Ctrl key is on the far left side of the keyboard next to the Lock key. Hold this key down, and then press the proper letter to execute the related command. It is like using the shift key on a manual typewriter to make an upper case letter. The Ctrl key does nothing when it alone is pressed; it must be followed by a letter.

Here is a list of common Ctrl and letter command sequences available to BQC users. Not all of these commands will operate in all instances. Check the "help" screens for commands that are available at any specific place in the BQC software.

Ctrl-a   Inserts data rather than typeover previous data.

Ctrl-b   Moves the cursor back one field on data entry
           screens.

Ctrl-c   Cancels data entry operation without saving new
           data; moves back one step in a program.

Ctrl-d   Deletes or clears data already in a field.

Ctrl-f   Moves the cursor forward to the next data field.

Ctrl-g   Exits the program and returns the user to the
           original calling menu.

Ctrl-h   Moves cursor one position to the left, as far as
           the first position in a field.

Ctrl-j   Moves cursor one row or record down.

Ctrl-k   Moves cursor one row or record up.

Ctrl-l   Moves cursor one position to the right.

Ctrl-n   Moves to next screen when there are multiple entry
           screens.

Ctrl-p   Moves to the previous screen when there are
           multiple entry screens.

Ctrl-r   Refreshes or redraws screen.

Ctrl-u   Undoes changes to a field and the value in that

                 field reverts to the last saved value.

Ctrl-w   Provides "Help" specific to the field or menu
                 option at the cursor position.

Ctrl-x   Deletes a single character at the cursor position.

Ctrl-[Completes a query entry(s). Returns cursor to top
                 of ring menu in update cases so that **Update**
                 command can be used to save recently made entries.
                 This sequence is called "Control Left Bracket".
                 The **[** key is on the right of the letter **p** on the
                 keyboard.

The data elements in the Master Table, Asigndate Table, Reopen Table, Errisu (Error Issue) Table, Eroption (Error Options) Table, Stateoption (State Options) Table, Comparison Table, Stratum Table, Weight Table and Gen (General) Table are provided below.

Table Name: Master

(mssn)   NAME: Social Security Number

SHORT NAME: SSN

DEFINITION: Enter Social Security Number (actual, not transformed) of claimant as provided by the sample selection program.

FIELD SIZE: 9 Digits

TYPE: Character

EDITS: -All numeric greater than zero (0)

(mkw)   NAME: Compensable Week Ending Date of Key Week (KW)

SHORT NAME: Key Week

DEFINITION: Enter month, day, and year (MM/DD/YYYY) of compensable week ending date of Key Week (e.g., March 6, l986 coded as 03/06/1986). This date is provided as output from the sample selection program.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
          -Must be less than current system date.

(mcatyp)   NAME: Case Type

SHORT NAME: Case Type

DEFINITION: Enter the code for the case selected. Normally, the code will be '0' identifying the case as a regular Core QC case. Another code in this field indicates that the case was selected for some special purpose or study.

FIELD SIZE: 1 Digit

TYPE: Smallint

EDITS: -Validation range set by SESA
          -Must be 0 for Core QC case

(mp4)   NAME: Serial Number

SHORT NAME: Serial #

DEFINITION: The unique number assigned to each case by the QC software.

FIELD SIZE: 5 Digits

TYPE: Integer

EDITS: -Must be greater than 0 (zero)
         -Cannot be equal to a serial number assigned to any other case

(mbatch)   NAME: Batch Number

SHORT NAME: Batch #

DEFINITION: Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).

FIELD SIZE: 4 Digits

TYPE: Smallint

EDITS: -Must be YYWW format
         -YY = 00-99, WW = 01-53
         -WW 01 always 1st Saturday in January of each year

(mseq)   NAME: Sequence Number

SHORT NAME: Sequence #

DEFINITION: This number identifies the location of the case in the batch. It is a secondary key to the database when combined with Case Type.

FIELD SIZE: 2 Digits

TYPE: Smallint

Edit: -Must be greater than 0 (zero)
           -Must be equal to or less than cm1

(ma1)   NAME: Case Modification User Identification Number

SHORT NAME: Case Modification UID

DEFINITION: The user identification number of the person currently updating/modifying a selected case. This data field will only be filled while the user is working on the selected case. It will be null or blank when the user releases the case.

FIELD SIZE: 2 Digits

TYPE: Smallint

          EDITS: N/A

(ma2)   NAME: Last Modification Date

          SHORT NAME: Last Modification Date

          DEFINITION: Date of the last update/modification to case.

          FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

          TYPE: Date

          EDITS: -MM/DD/YYYY format

(mstate) NAME: FIPS State Abbreviation Code

          SHORT NAME: State Code

          DEFINITION: Enter State alpha abbreviation.

          FIELD SIZE: 2 Digits

          TYPE: Character

          EDITS: -All FIPS State abbreviation codes, each SESA unique

(mlo)   NAME: Local Office Number

          SHORT NAME: LO #

          DEFINITION: Enter SESA local office or itinerant point number through which the Key Week claim was filed.

          FIELD SIZE: 4 Digits

          TYPE: Character

          EDITS: -Valid SESA LO #
                 -#'s Assigned by SESA
                 -Must be in validation table
                 -Must be greater than 0 (zero)

(minv)   NAME: Investigator Identification Code

          SHORT NAME: Inv Id

          DEFINITION: Enter code of investigator or supervisor to whom the case was assigned. The QC supervisor assigns these codes. If more than one investigator worked on the case, enter code of investigator who determined whether claimant was correctly or incorrectly paid for Key Week. Entry of this code will automatically enter current date in computer as assignment date.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -SESA assigned #'s
       -Must be in staffing file
       -Range 01-98
       -Set by assignment routine
       -Changed only by Reassignment routine

(b1)   NAME: Primary Method by which Claimant QC Information Obtained

SHORT NAME: Method Info Obt

DEFINITION: Enter the code which best describes the method by which the information contained on the claimant questionnaire was obtained.

          1 = In-person interview
          2 = Telephone interview
          3 = Mail
     PF1 (-1) = Not obtained

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1

(b2)   NAME: United States Citizenship

SHORT NAME: Citizen

DEFINITION: Enter applicable code after appropriate verifications.

          1 = U.S. Citizen
          2 = Alien eligible under 3304(a)(14)FUTA
          3 = Alien ineligible under 3304(a)(14)FUTA
     PF1 (-1) = Information not available

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1
       -If b2 equals 3, then ei3 must contain a 200 or 400 series error.

(b3)   NAME: Education

SHORT NAME: Education

DEFINITION: Enter highest level of academic education completed after appropriate verifications.

0 = Never attended school
01 thru 11 = Highest grade completed
12 = High school graduate or GED
l4 = Some college (but no degree)
l5 = Associate's degree
l6 = BA or BS Degree
20 = Graduate Degree (Masters, MD, PhD, JD, etc.)
PF1 (-1) = Information not available

Note regarding this element and (b4): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Must be 0-12, 14-16, 20 or -1

(b4)   NAME: Vocational or Technical School Training

SHORT NAME: Voc/Tech School

DEFINITION: Enter applicable code after appropriate verification.

1 = Never attended
2 = Attended, but not certified
3 = Attended and received certificate
PF1 (-1) = Missing or information not available

Note regarding this element and (b3): A distinction must be made between education and training. Attendance at one institution or facility cannot be coded under both categories.

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, or -1

(b5)   NAME: Training Status during Key Week

SHORT NAME: In Training

DEFINITION: Enter the applicable code after verification.

0 = Not in training

UI Approved Training:	Not UI Approved Training:
11 = Tech./voc.	21 = Tech./voc.
12 = JTPA	22 = JTPA
13 = Academic	23 = Academic
14 = Other	24 = Other

PF1 (-1) = Missing or information not available

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Must be 0, 11-14, 21-24, or -1

(b6)   NAME: Occupational Code (Last job prior to most recent Initial/Additional Claim)

SHORT NAME: Occ Code Last

DEFINITION: Enter major occupational group code for claimant's last job as determined by the investigator. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4TH Edition Supplement 1982.)

PF1 (-1) = Missing or information not available

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Numeric DOT (first 3 digits) or -1
        -Cannot be 0

(b7)   NAME: Occupational Code For Usual Job

SHORT NAME: Occ Code Usual

DEFINITION: Enter major occupational group code for claimant's primary occupation as determined by the investigator. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Missing or information not available
PF3 = Same as B6 (Occupational Code for Last Job)

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Numeric DOT (first 3 digits) or -1
        -Cannot be 0

(b8)   NAME: Normal Hourly Wage, Usual Job

SHORT NAME: Normal Hr Wage

DEFINITION: Enter normal hourly wage for the claimant's primary occupation after appropriate verifications. Express without decimal point in dollars and cents per hour. (e.g., $5.00 per hour is coded as 500.) Use State conversion formula when other than hourly wages are given. If no State formula, use the appropriate formula provided below:

Weekly wages - divided by 40 or normal weekly hours for claimant's usual occupation.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for claimant's
                usual occupation.

Yearly wages - divide by 52, then divide by 40 or normal weekly hours for claimant's usual occupation.

PF1 (-1) = Missing or information not available

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Dollars and cents
       -Validation range set by SESA
       -Can be -1

(b9)   NAME: Occupational Code (Seeking Work)

SHORT NAME: Occ Code Seeking

DEFINITION: Enter major occupational group code for type of work that claimant was seeking during the Key Week. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Information missing or not available
       PF3 = Same as B6 (Occupational Code for Last Job)

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Numeric DOT (first 3 digits) or -1
       -Cannot be 0

(b10)   NAME: Lowest Acceptable Hourly Wage

SHORT NAME: Lowest Hr Wage

DEFINITION: Enter lowest hourly wage that the claimant was willing to accept during the Key Week. Express with out decimal point in dollars and cents per hour. If no State formula use appropriate formula provided below:

Weekly wages - divided by 40 or normal weekly hours for the occupation claimant is seeking.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for the occupation claimant is seeking.
Yearly wages - divide by 52, then divide by 40 or normal weekly hours for the occupation claimant is seeking.

PF1 (-1) = Missing or information not available

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Dollars and cents,
       -Validation range set by SESA,

-Can be -1

(b11)   NAME: Date of Birth

SHORT NAME: Birth Date

DEFINITION: Enter Date of Birth (MM/DD/YYYY). If month of birth is not available, code "MM" as 06. If day of birth is not available, code "DD" as 01.

PF1 (-1) = date unknown or missing.

FIELD SIZE: 10 Digits (positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -MM/DD/YYYY format: MM = 01-12, DD = 01-31, YYYY = 1880-1999
-Can be -1

(b12)   NAME: Sex

SHORT NAME: Sex

DEFINITION: Enter appropriate code.

l = Male
2 = Female
PF1 (-1) = Not available from any source

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, or -1

(b13)   NAME: Ethnic Classification Code

SHORT NAME: Ethnic

DEFINITION: Enter appropriate ethnic code.

l = White, not Hispanic
2 = Black, not Hispanic
3 = Hispanic
4 = American Indian or Alaskan Native
5 = Asian or Pacific Islander
PF1 (-1) = Not available from any source

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1 to 5 or -1

(c1)   NAME: Program Code

SHORT NAME: Program

DEFINITION: Enter the code that identifies the type of claim that was taken:

            1 = UI
            2 = UI-UCFE
            3 = UI-UCX
            4 = UI-UCFE-UCX
            5 = UCFE
            6 = UCFE-UCX
            7 = UCX
            8 = EUC

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Must be 1 to 8
        -If c1 equals 2, 3, 4, or 6, then e1 must be greater than 1.

(c2)   NAME: Combined Wage Claim

SHORT NAME: CW Claim

DEFINITION: Enter code which applied at the time the Key Week payment was made.

            l = Yes
            2 = No
            3 = Pending

Use code 1 if out-of-State wages were used for the Key Week payment.
Use code 2 if there are no out-of-State wages OR if claimant declined to combine wages.
Use code 3 if out-of-state wages had been requested but not received or acted upon at the time
that the Key Week payment was made.

FIELD SIZE: 1 Digit

TYPE: Smallint

EDITS: -Must be 1, 2, or 3
        -Cannot equal 1 if E-1 equals 1

(c3)   NAME: Benefit Year Beginning

SHORT NAME: Ben Year Beg

DEFINITION: Enter effective date of most recent new or transitional claim, not reopened or
additional (MM/DD/YYYY).

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for deliminters)

TYPE: Date

EDITS: -MM/DD/YYYY format
          -Must be earlier than compensable weekending date of key week
          -Must be earlier than C7
          -Must be earlier than F9

(c4)   NAME: Initial Claim Filing Method

              SHORT NAME: Init Clm File

              DEFINITION: Enter filing method for the most recent new, additional, or transitional claim.
                        l = In Person Claim
                        2 = Mail Claim
                        3 = Telephone Claim
                        4 = Employer Filed Claim
                        5 = Other
                 PF1 (-1) = Missing or information not available

              FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

              TYPE: Character

              EDITS: -Must be 1 to 5 or -1

(c5)   NAME: Benefit Rights Given

              SHORT NAME: BRI

              DEFINITION: Enter all codes that apply regarding method by which claimant was given
              Benefit Rights Interview.

                        0 = Not Given
                        1 = In-person (individual) Interview
                        2 = Group Interview
                        3 = Booklet/Pamphlet
                        4 = Slides/Movie
                 PF1 (-1) = Missing or information not available

              FIELD SIZE: 4 Digits (variable entries)

              TYPE: Character

              EDITS: -Can be 0, 1 to 4 or -1
                        -Variable entry (1-4)
                        -No duplicates

(c6)   NAME: Number of Eligibility Review Program Interviews (ERPs) Held, Current Benefit Year

              SHORT NAME: ERPs

              DEFINITION: Enter number of ERPs (1-9) held during the claimant's current benefit year up to

and including the Key Week. If more than 9 were held, enter 9.

        0 = Claimant should have had ERP but did not
   PF1 (-1) = Missing or information not available
   PF2 (-2) = Not applicable (claimant not required have ERP or first ERP scheduled after
             the KW)

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 0 to 9, -1 or -2
       -If -1, C7 must be '1/1/0001'
       -If 0 or -2, C7 must be '2/2/0002'

(c7)   NAME: Last ERP Date

                 SHORT NAME: Last ERP

                 DEFINITION: Enter date (MM/DD/YYYY) of claimant's most recent ERP up to and including Key Week.

                    PF1 (-1) = Missing or information not available
                    PF2 (-2) = Not applicable

                 FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

                 TYPE: Date

                 EDITS: -Must be MM/DD/YYYY format
                       -Must be greater than C3
                       -Must be less than or equal to mkw
                       -Must be '1/1/0001'if C6 is -1
                       -Must be '2/2/0002'if C6 is 00 or -2
                       -Cannot be '1/1/0001' if C6 is greater than 00
                       -Cannot be '2/2/0002' if C6 is greater than 00

(c8)   NAME: Number of Prior Nonseparation Determinations Made

                 SHORT NAME: Prior Nonsep Issues

                 DEFINITION: Enter number of prior nonseparation issues disposed of in current benefit year through the Key Week. This includes both formal and informal determinations meeting workload validation criteria made during this period. Exclude issues detected by the QC process.

                    0 = None

                 FIELD SIZE: 2 Digits

                 TYPE: Smallint

                 EDITS: -Must be 0 to 99
                       -Must be equal to or greater than C9

Data Elements and Definitions **Appendix D**

(c9)   NAME: Number of Prior Disqualifications for Nonseparation Issues

                SHORT NAME: Prior Nonsep Disq

                DEFINITION: Enter number of prior disqualifications which resulted from nonseparation issues identified in C8. Exclude denials reversed by appeal if the decision was issued before the Key Week ending date.

                        0 = None

                FIELD SIZE: 2 Digits

                TYPE: Smallint

                EDITS: -Must be 0 to 99
                           -Must be less than or equal to C8

(d1)   NAME: Reason for Separation Before Investigation

                SHORT NAME: Reason Sep Before

                DEFINITION: Enter the code that identifies the reason the claimant was separated from the last job prior to Key Week. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to State law) separation.

                        10 = Lack of Work (e.g., RIF, temporary lay off)
                        20 = Voluntary Quit
                        30 = Discharge
                        40 = Labor Dispute
                        50 = Other (include military separation)
                        60 = Not separated (e.g., leave of absence, partial).

                The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit or Discharge could be identified.

                FIELD SIZE: 2 Digits

                TYPE: Character

                EDITS: -Must be 10 to 69

(d2)   NAME: Reason for Separation After Investigation

                SHORT NAME: Reason Sep After

                DEFINITION: Enter the code that correctly identifies why the claimant was separated from the job that preceded the period of unemployment in which the Key Week occurred. The separation to be coded is that separation which precedes the period of unemployment (new/additional claim) in which the Key Week occurred. Code only the most recent adjudicable (according to state law) separation.

            PF3 = Same as D1 (Reason for Separation Before Investigation)
                10 = Lack of Work (e.g., RIF, temporary lay off)
                20 = Voluntary Quit
                30 = Discharge
                40 = Labor Dispute
                50 = Other (include military separation)
                60 = Not separated (e.g., leave of absence, partial).

The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit could be identified.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Must be 10 to 69

(d3)   NAME: Date of Separation Before Investigation

              SHORT NAME: Date Sep Before

              DEFINITION: Enter date of separation from last employer used to determine code assigned in D1 (MM/DD/YYYY). Exception - Enter the last day worked if code in D1 is 60-69.

              FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

              TYPE: Date

              EDITS: -MM/DD/YYYY format
                    -Must be less than or equal to mkw

(d4)   NAME: Date of Separation After Investigation

              SHORT NAME: Date Sep After

               DEFINITION: Enter the date of separation from last employer used to determine the code assigned in D2. Enter last day worked if code in D2 is 60-69.

          PF1 (-1) = Missing or information not available
              PF3 = Same as D3

              FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

              TYPE: Date

              EDITS: -MM/DD/YYYY format
                    -Must be less than or equal to mkw
                    -Can be '1/1/0001'

(d5)   NAME: Recall Status Before Investigation

              SHORT NAME: Recall Stat Before

DEFINITION: Enter code which indicates claimant's recall status for the Key Week.

    0 = No recall
    1 = Definite recall (specific return date)
    2 = Indefinite recall (no specific return date)
  PF1 (-1) = Missing or information not available
  PF2 (-2) = Not applicable (e.g., partial)

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 0, 1, 2, -1, or -2

(d6)   NAME: Recall Status After Investigation

SHORT NAME: Recall Stat After

DEFINITION: Enter correct recall status code as of Key Week.

    0 = No recall
    1 = Definite recall (specific return date)
    2 = Indefinite recall (no specific return date)
  PF1 (-1) = Missing or information not available
  PF2 (-2) = Not applicable (e.g., partial)
    PF3 = Same as D5

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 0, 1, 2, -1, or -2

(d7)   NAME: Tax Rate for Last Employer

SHORT NAME: Tax Rate Last Emp

DEFINITION: Enter last employer's UI tax rate at the time of filing for the most recent new or additional claim. Round to nearest hundredth of a percent (i.e., 14.92% should be entered as 1492; 3.6% should be entered as 360; 7.478% should be entered as 748). Enter 9999 if employer reimburses fund. (Decimal field will display "99.99".) Enter PF1 (-1) if non-subject employing unit or information is not available.

FIELD SIZE: 4 Digits

TYPE: Decimal

EDITS: -Format is XX.XX, decimal is assumed.
        -Can be all zeros
        -Can be -1

(d8)   NAME: Industry Code (Last Employer)

SHORT NAME: Ind Code Last Emp

DEFINITION: Enter four digit industry code (SIC) for the claimant's last employer, prior to most recent new or additional claim as of the Key Week. If only a two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700. Enter PF1 (-1) if missing or information not available.

FIELD SIZE: 4 Digits

TYPE: Character

EDITS: -Edit on valid first 2 digits
         -First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84, 86-89, 91-97
           or 99
         -Can be -1

(e1)   NAME: Number of Base Period Employers Before Investigation

            SHORT NAME: BP Emps Before

            DEFINITION: Enter number of subject base period employers, before investigation, that were used in calculating Weekly Benefit Amount (WBA) and Maximum Benefit Amount (MBA) for the monetary determination in effect as of the Key Week. Include seasonal, school, and out of state employers if they paid wages which were used in the monetary determination from which the Key Week payment was made.

            FIELD SIZE: 2 Digits

            TYPE: Smallint

            EDITS: -Validation range set by SESA
                     -Cannot equal 0
                     -Must be greater than 1 if C2 equals 1
                     -Must be greater than 1 if C1 equals 2, 3, 4, or 6

(e2)   NAME: Number of Base Period Employers After Investigation

            SHORT NAME: BP Emps After

            DEFINITION: Enter number of subject base period employers after investigation. Include seasonal, school, and out of state employers if they should have been used in calculating the monetary determination from which the Key Week payment was made.

                 0 = no base period employers as a result of the investigation (monetarily ineligible).
            PF3 = no change from the number of base period employers before investigation(E1).

            FIELD SIZE: 2 Digits

            TYPE: Smallint

            EDITS: -Validation range set by SESA
                     -Can be 0

-If 0, E4, E6, E8, E10, E12 and E14 must be 0
-If 0, E16 must be 0 or -2

(e3)   NAME: Base Period Wages Before Investigation

             SHORT NAME: BP Wages Before

             DEFINITION: Enter total amount of all wages from employers identified in E1. Express in
             whole dollars. Include seasonal, school, and out of state wages if they were used in the monetary
             determination from which the Key Week payment was made.

             FIELD SIZE: 6 Digits

             TYPE: Money

             EDITS: -Validation range set by SESA
                     -Cannot equal 0
                     -Must be greater than or equal to E5

(e4)   NAME: Base Period Wages After Investigation

             SHORT NAME: BP Wages After

             DEFINITION: Enter total amount of all wages from employers identified in E2 even if claimant
             is determined to be monetarily ineligible. Express in whole dollars.

                     PF3 = Same as E3 (Base Period Wages Before Investigation)

             Must be zero (0) if E2 is zero.

             FIELD SIZE: 6 Digits

             TYPE: Money

             EDITS: -Validation range set by SESA
                     -Must be 0 if E2 is 0
                     -Cannot be 0 if E2 is greater than 0
                     -Must be greater than or equal to E6

(e5)   NAME: High Quarter Wages Before Investigation

             SHORT NAME: High Qtr Wages Before

             DEFINITION: If available from State records, enter total whole dollar amount of claimant's
             high quarter base period wages (before investigation) used in the monetary determination from
             which original Key Week payment was made. Include seasonal wages and school wages, if
             used. Enter 99999 if greater than $99999. Enter PF2 (-2) if not applicable AND/OR not in State
             records.

             FIELD SIZE: 5 Digits

             TYPE: Money

EDITS: -Validation range set by SESA
-Must be less than or equal to E3
-Cannot equal 0
-Can be -2

(e6)   NAME: High Quarter Wages After Investigation

SHORT NAME: High Qtr Wages After

DEFINITION: Enter total whole dollar amount of claimant's high quarter base period wages from those employers identified in E2, after investigation, that should have been used for the monetary determination for the Key Week. Enter 99999 if greater than $99999. PF3 = Same as E5 (High Quarter Wages Before Investigation). Enter zero (0) if E2 is zero. PF2 (-2) = Not applicable AND not obtained by the investigation

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Validation range set by SESA
-Must be less than or equal to E4
-Must be 0 if E2 is 0
-Cannot be 0 if E4 is greater than 0
-Can be -2

(e7)   NAME: Number of Weeks Worked in Base Period Before Investigation

SHORT NAME: Wks Worked Before

DEFINITION: Enter number of actual weeks, as defined by State law and procedures, claimant worked in base period before investigation. Complete this item if required by State law for eligibility. PF2 (-2) = Weeks of work not required

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
-Can be -2

(e8)   NAME: Number of Weeks Worked in Base Period After Investigation

SHORT NAME: Wks Worked After

DEFINITION: Enter number of actual weeks claimant worked in base period after investigation. Complete this item if required by State law for eligibility. PF3 = Same as E7 (Number of Weeks Worked in Base Period Before Investigation). PF2 (-2) = Weeks of work are not required. Must be zero (0) if E2 is zero.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
-Must be 0 if E2 equals 0
-Can be -2
-Cannot be 0 if E2 is greater than 0

(e9)   NAME: Weekly Benefit Amount (WBA) Before Investigation

SHORT NAME: WBA Before

DEFINITION: Enter claimant's maximum WBA for the Key Week, based on the monetary determination from which the original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Do not use adjusted WBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty).

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Validation range set by SESA
-Cannot be 0
-Must be less than or equal to E11
-E9 + E15 (if any) must be greater than or equal to F13
-E9 + E15 must be greater than F3
-E9 + E15 must be greater than F7
-E9 + E15 must be greater than or equal to sum of F13 + F3 + F7

(e10)   NAME: Weekly Benefit Amount (WBA) After Investigation

SHORT NAME: WBA After

DEFINITION: Enter claimant's correct maximum WBA based on the monetary determination which should have applied at the time original Key Week payment was made. Express in whole dollars. Disregard dependents' allowances, pension deductions, or Key Week earnings (if any). Disregard WBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty). PF3 = Same as E9 (Weekly Benefit Amount Before Investigation). Must be zero (0) if E2 is zero.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Validation range set by SESA
-Must be 0 if E2 is 0
-Must be less than or equal to E12
-E10 + E16 must be greater than or equal to F4 + F8
-If 0, then H1 must be greater than 3

(e11)   NAME: Maximum Benefit Amount (MBA) Before Investigation

SHORT NAME: MBA Before

DEFINITION: Enter maximum benefit amount, based on monetary determination from which original Key Week payment was made. Express in whole dollars. Do not use adjusted MBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty). Disregard any EB or FSC benefit entitlement, State supplemental payments, dependents' allowances or any deductions.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Validation range set by SESA
      -Cannot be 0
      -Must be greater than E19
      -Must be equal to or greater than E9

(e12)   NAME: Maximum Benefit Amount (MBA) After Investigation

SHORT NAME: MBA After

DEFINITION: Enter maximum benefit amount based on the monetary determination which should have applied to Key Week at the time that the original payment for Key Week was made. Express in whole dollars. Disregard MBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty). Disregard any EB or FSC benefit entitlement, State supplemental payments, dependents' allowances or any deductions. Must be zero (0) if E2 is zero. Enter PF3 if the MBA in E11 did not change after QC investigation.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Validation range set by SESA
      -Must be 0 if E2 is 0
      -Must be equal to or greater than E10

(e13)   NAME: Number of Dependents Claimed Before Investigation

SHORT NAME: Depend Before

DEFINITION: Enter the number of dependents claimed. Enter zero (0) if none and State has a dependency provision. Enter PF2 (-2) if State does not have a dependency provision.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
      -Can be 0
      -Can be -2
      -Must be 0 if E15 is 0
      -Must be -2 if E15 is -2
      -Cannot be 0 if E15 is not 0

(e14)   NAME: Number of Dependents Claimed After Investigation

SHORT NAME: Depend After

DEFINITION: Enter the correct number of dependents that should be claimed. Enter zero (0) if none and State has a dependency provision. PF3 = Same as E13 (Number of Dependents Claimed Before Investigation). PF2 (-2) = State does not have a dependency provision

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
          -Can be -2
          -Must be 0 or -2 if E2 is 0
          -Must be 0 if E16 is 0
          -Must be -2 if E16 is -2
          -Cannot be -2 if E16 is not -2
          -Cannot be 0 if E16 is not 0

(e15)   NAME: Dependents' Allowance Before Investigation

SHORT NAME: Depend Allow Before

DEFINITION: Enter the whole dollar amount of dependents' allowance before investigation, if any, that was paid to the claimant for the Key Week. Enter zero (0) if claimant is not eligible for allowance and State has a dependency provision.
PF2 (-2) = State does not have a dependency provision

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Validation range set by SESA
          -If FIPS code does not equal AK, must be less than E9
          -Must be 0 if E13 is 0
          -Cannot be 0 is E13 is greater than 0
          -Must be -2 if E13 is -2
          -Can be -2
          -Cannot be -2 if E13 is not -2

(e16)   NAME: Dependents' Allowance After Investigation

SHORT NAME: Depend Allow After

DEFINITION: Enter the correct whole dollar amount of dependents' allowance that should have been paid to the claimant during the Key Week. Enter zero (0) if claimant not eligible for allowance and State has a dependency provision.

   PF3 = Same as E15 (Dependents' Allowance Before Investigation)
 PF2 (-2) = State does not have a dependency provision

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Validation range set by SESA
    -FIPS code does not equal AK, then must be less than or equal to E10
    -Must be 0 or -2 if E2 is 0
    -Must be 0 if E14 is 0
    -Cannot be 0 if E14 is greater than 0
    -Must be -2 if E14 is -2
    -E10 + E16 must be greater than or equal to F4 + F8
    -Can be -2
    -Cannot be -2 if E14 is not -2

(e17)   NAME: Industry Code (Primary Base Period Employer)

SHORT NAME: Ind Code Primary Emp

DEFINITION: Enter four digit industry code for claimant's primary base period employer from whom the most wages were earned. If only two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700.

PF1 (-1) = Information missing or not available

FIELD SIZE: 4 Digits

TYPE: Character

EDITS: -Edits on valid first 2 digits
    -First 2 digits must be: 01-02, 07-17, 20-67, 70, 72-73, 75-76, 78-84,
     86-89, 91-97 or 99
    -Can be -1

(e18)   NAME: Monetary Redetermination Before Investigation

SHORT NAME: Mon Redet Before

DEFINITION: Enter appropriate code which indicates if SESA redetermined claimant's monetary eligibility prior to Key Week payment date. Do not consider redeterminations resulting from a nonmonetary issue (i.e., a separation issue or administrative penalty).

    1 = Yes
    2 = No

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Must be 1 or 2

(e19)   NAME: Remaining Balance (RB) as of KW Ending Date

SHORT NAME: Remaining Bal

DEFINITION: Enter remaining balance of claimant's benefits at the time the Key Week was claimed even though it was paid at a later date. Deduct amount of Key Week payment regardless of date paid when computing remaining balance. Exclude amounts for dependency allowances.

> 0 = balance is exhausted

EXAMPLE: Week 01 is Key Week. MBA is $2600 and WBA is $100. Key Week was paid the week after week 02 was paid. The SESA record will indicate a balance of $2400 based on the Key Week payment date. However, for QC purposes, the remaining balance is $2500 since payments are arrayed chronologically by compensable week ending date.

COMPUTE REMAINING BALANCE AS FOLLOWS:
Array payments in chronological order by compensable week ending date. Sum dollar amount of all weeks paid up to and including Key Week. Deduct this amount from Maximum Benefit Amount. Result is remaining balance.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Must be less than E11
        -Can be 0

(f1)   NAME: Total Earnings for Key Week Before Investigation

SHORT NAME: KW Earnings Before

DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

> Enter 999 if $999 or more.
> Enter zero (0) if none.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0
        -If 0 then F3 must be 0
        -Must be equal to or greater than F3

(f2)   NAME: Total Earnings for Key Week After Investigation

SHORT NAME: KW Earnings After

DEFINITION: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

> Enter 999 if $999 or more.

PF3 = Same as F1 (Total Earnings for Key Week Before Investigation)

Enter zero (0) if none.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0
        -Must be equal to or greater than F4

(f3)   NAME: Earnings Deduction for Key Week Before Investigation

SHORT NAME: Earn Deduct Before

DEFINITION: Enter actual amount, in whole dollars, deducted from WBA because of earnings. Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. This amount may be less than amount reported on the certification by claimant because of earnings disregarded by law in computation of amount deducted. Enter zero (0) if no earnings deduction.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must be 0 if F1 is 0
        -Must be less than or equal to F1
        -Must be less than E9 plus E15 (if any)
        -If FIPS code does not equal 55 then: the sum of F3 plus F13 plus F7 must be
          less than or equal to E9 plus E15
        -If FIPS code does equal 55 then: the sum of F3 plus F13 plus F7 must be less
          than or equal to E9 plus E15 times 2 minus 1

(f4)   NAME: Earnings Deduction for Key Week After Investigation

SHORT NAME: Earn Deduct After

DEFINITION: Enter whole dollar amount that should have been deducted from WBA because of earnings. Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter zero (0) if no earnings deduction.

PF3 = Same as F3 (Earnings Deduction for Key Week Before Investigation)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must be 0 if F2 is 0
        -Must be less than or equal to F2
        -Must be less than or equal to E10 plus E16 (if any)
        -The sum of F4 plus F8 must be less than or equal to E10 plus E16

(f5)   NAME: Total Other Deductible Income for KW Before Investigation

                SHORT NAME: Other Income Before

                DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions of State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

                Enter zero (0) if none.

                FIELD SIZE: 3 Digits

                TYPE: Money

                EDITS: -Can be 0 (zero)
                        -If data is 0, F7 must be 0
                        -Must be equal to or greater than F7

(f6)   NAME: Total Other Deductible Income for KW After Investigation

                SHORT NAME: Other Income After

                DEFINITION: Enter total whole dollar amount of other income deductible under State law (or prorated) before the provisions State law are applied to deduct it from benefits paid. Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension. Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

                Enter zero (0) if none.

                PF3 = Same as F5 (Total Other Deductible Income for KW Before Investigation)

                FIELD SIZE: 3 Digits

                TYPE: Money

                EDITS: -Can be 0
                        -If data is 0, F8 must be 0
                        -Must be equal to or greater than F8

(f7)   NAME: Other Income Deductions for Key Week Before Investigation

                SHORT NAME: Other Deduct Before

                Definitions: Enter actual amount, in whole dollars, deducted from WBA due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc. before investigation of Key Week.
                        Enter zero (0) if no other income deduction.

                FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must be 0 if F5 is 0
      -Must be less than or equal to F5
      -Must be less than E9 plus E15 (if any)
      -If FIPS code does not equal 55, then: the sum of F13 plus F3 plus F7 must be less
        than or equal to E9 plus E15 (if any)
      -If FIPS code does equal 55, then: the sum of F13 plus F3 plus F7 must be less than
        or equal to E9 plus E15 times 2 minus 1
      -Can be 0 (zero)

(f8)   NAME: Other Income Deductions for Key Week After Investigation

SHORT NAME: Other Deduct After

DEFINITION: Enter whole dollar amount that should have been deducted from WBA for the
Key Week due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

      Enter zero (0) if no other income deduction.
      PF3 = Same as F7 (Other Income Deductions for Key Week Before Investigation)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Can be 0
      -Must be 0 if F6 is 0
      -Must be less than or equal to F6
      -Must be less than or equal to E10 plus E16 (if any)
      -Sum of F4 plus F8 must be less than or equal to E10 plus E16 (if any)

(f9)   NAME: First Compensated Week Ending Date

SHORT NAME: First CWE Date

DEFINITION: Enter Week Ending Date (MM/DD/YYYY) of first week compensated
(paid/offset, totally or partially) in the benefit year as defined for the Claims and Payment
Activities Report (ETA 5-159, Part B).

Note: This is not necessarily the first compensable week as used for computation of time lapse,
i.e., the definition in Part B includes part-total and partial compensation which are included in
the QC population, but generally excluded from Part C which is used for time lapse.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
      -Must be greater than C3
      -Must be less than or equal to F10

(f10)   NAME: Date of First Payment

Data Elements and Definitions   **Appendix D**

SHORT NAME: Date First Pay

DEFINITION: Enter date payment was made (or offset applied) for the first compensated week identified in F9. (MM/DD/YYYY)

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -MM/DD/YYYY format
        -Must be greater than or equal to F9

(f11)   NAME: Key Week Filing Method

SHORT NAME: KW File Meth

DEFINITION: Enter filing method for Key Week claim.

        l = Mail Claim
        2 = In-person Claim
        3 = Employer filed (i.e., partial)
        4 = Telephone
        5 = Other (i.e., electronic)
   PF1 (-1) = Missing or information not available

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Character

EDITS: -Must be 1, 2, 3, 4, 5 or -1

(f12)   NAME: Key Week Certification Procedure

SHORT NAME: KW Cert

DEFINITION: Enter appropriate code.

        1 = Key Week claimed on a weekly cycle.
        2 = Key Week claimed on a bi-weekly cycle.
        3 = Other (greater than bi-weekly cycle)

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Must be 1, 2 or 3

(f13)   NAME: Original Amount Paid and/or Offset for Key Week

SHORT NAME: Orig Amt Pd

DEFINITION: Enter original whole dollar amount paid and/or offset (including dependent allowance and child support intercept, if any) for Key Week. Code $98.00 as 98 without a leading zero.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Cannot equal 0
      -If FIPS code equals WI then: must be less than or equal to E9 plus E15 (if any)
         times 2 minus 1
      -The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15 times 2
         minus 1
      -If FIPS code does not equal WI then: must be less than or equal to E9 plus E15
         (if any)
      -The sum of F13 plus F3 plus F7 must be less than or equal to E9 plus E15
      -Must equal H5 if H2 equals 0
      -Must equal H2 if H5 and H6 equal 0

(g1)   NAME: Work Search Requirements

SHORT NAME: WS Requirements

DEFINITION: Enter the appropriate code which applied at the time eligibility for the Key Week was determined.

       1 = Required to actively seek work (in addition to union contact if applicable)
       2 = An agency directive (written or verbal) temporarily suspended the claimant's
           normal work search for the Key Week.
       3 = Union deferral (seeking work only through union)
       4 = Job attached deferral (temporary lay-off, recall, partial, industry attached)
       5 = Other deferrals (disability, school, etc.)
    PF2 (-2) = No active work search policy

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1 to 5 or -2
         -If G10 is -2, G1 cannot equal 1

(g2)   NAME: Job Service Registration Required for the KW

SHORT NAME: JS Req

DEFINITION: Enter the appropriate code which applies to the Key Week according to law and policy.

       1 = Yes
       2 = No

Use code 2 only if the State does not require registration OR there is written law/policy that provides for non-registration under certain circumstances (e.g., temporary lay-off, union

membership), and such non-registration policy is applicable to claimant.

FIELD SIZE: 1 Digit

TYPE: Smallint

EDITS: -Must be 1 or 2
         -If data is 1, G4 must be -2
         -If data is 2, G4 must be 1 to 6

(g3)   NAME: Actively/Currently Registered with Job Service as of KW

SHORT NAME: Act/Cur Regist

DEFINITION: Enter the appropriate code which applies to the Key Week.

         1 = Yes
         2 = No
    PF1 (m) = Information is missing or not available.

Use code 1 if Job Service records provide enough information to refer the claimant to a job during Key Week. Use code 2 if Job Service has no current application for the claimant, application does not provide sufficient information for referral, or Job Service application is an inactive file.

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1, 2, or -1
         -If 1, G5 cannot be -2

(g4)   NAME: Reason JS Registration Deferred

SHORT NAME: JS Defer

DEFINITION: Enter appropriate code.

         1 = Union member
         2 = Job attached
         3 = Partial
         4 = Seasonal
         5 = Aproved training
         6 = Other
    PF2 (-2) = claimant not deferred

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 1 to 6 or -2
         -Must be -2 if G-2 equals 1

-Must be 1 to 6 if G-2 equals 2

(g5)   NAME: Number of Job Service Referrals

              SHORT NAME: JS Refers

              DEFINITION: Enter number of times Job Service referred claimant for employment during
              current benefit year (CBY) up to and including Key Week.
              Enter zero 0 if no referrals while registered in CBY.

                 PF1 (-1) = Information missing or not available.

                 PF2 (-2) = Claimant not registered during CBY.

              FIELD SIZE: 2 Digits

              TYPE: Smallint

              EDITS: -Validation range set by SESA
                     -May be -1 or -2
                     -Cannot be -2 if G3 equals 1

(g6)   NAME: Registered with Private Employment Agency

              SHORT NAME: Regis Priv Agency

              DEFINITION: Enter code which applied as of the Key Week.

                     1 = registered with private agency
                     2 = not registered with private agency
                 PF1 (-1) = Information missing or not available.

              FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

              TYPE: Smallint

              EDITS: -Must be 1, 2 or -1
                     -If 2, G7 must be -2
                     -If 1, G7 cannot be -2
                     -If -1, then G7 must be -1

(g7)   NAME: Number of Private Employment Agency Referrals

              SHORT NAME: Priv Agency Refers

              DEFINITION: Enter number of times the claimant was referred for employment by a Private
              Employment Agency during Key Week.

                 Enter zero (0) if registered but not referred.
                 PF1 (-1) = Information missing or not available.
                 PF2 (-2) = Claimant not registered.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
       -Cannot be -2 if G6 is 1
       -Cannot be -1 if G6 is 2
       -Must be -2 if G6 is 2
       -Must equal -1 if G6 equals -1

(g8)   NAME: Union Referral Status

SHORT NAME: Union Status

DEFINITION: Enter appropriate code which applies to the Key Week after appropriate verification.

    0 = Claimant NOT a member of a union.
    1 = Claimant is a member of a union with a hiring hall and was eligible to be referred by the union during the Key Week.
    2 = Claimant is a member of a union with a hiring hall but was not eligible for union referral during the Key Week.
    3 = Claimant is a member of a non-hiring hall union.
  PF1 (-1) = Missing or not available

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Must be 0, 1, 2, 3, or -1
       -If -1, G9 must be -1
       -If 0, 2, or 3, G9 must be -2

(g9)   NAME: Number of Union Referrals for the Key Week

SHORT NAME: Union Refers

DEFINITION: Enter number of times that a union with a hiring hall referred claimant for employment during the Key Week. All such referrals should be verified. Do not include referrals associated with a non hiring hall union; however, contacts resulting from such referrals may be included in G10.

    PF1 (-1) = Information Not Available, or G-8 coded PF1.
    PF2 (-2) = Not Applicable, or G8 is code 0, 2, or 3.

FIELD SIZE: 2 Digits (Position 1 reserved for minus sign)

TYPE: Smallint

EDITS: -Validation range set by SESA
       -Must be -1 if G8 is -1
       -Must be -2 if G8 is 0, 2, or 3
       -Can be 0 only when G8 is 1

(g10)   NAME: Number of Job Contacts Listed for KW

SHORT NAME: KW Contacts

DEFINITION: Enter number of all Key Week job contacts indicated from any source. Note: If claimant sought work in Key Week although not required to do so, enter number of contacts and make appropriate verifications. Enter zero (0) if no contacts were indicated. Enter PF1 (-1) if claimant does not know or INA. Enter PF2 (-2) if not required to and did not seek work. Cannot be PF2 (-2) if G1 equals code 1.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
        -Can be 0, -1, or -2
        -Cannot be -2 if G1 is 1

(g11)   NAME: Number of Job Contacts Made Prior to Key Week but Used to Satisfy Work Search Requirements for KW

SHORT NAME: Prior KW Contacts

DEFINITION: Enter number of work search contacts made prior to Key Week only if used to satisfy the State's work search requirements.

Enter PF2 (-2) if State does not allow contacts outside the KW to satisfy work search requirements.

Enter zero (0) if no contacts were indicated or KW contacts were sufficient to meet the requirements.

Enter PF1 (-1) if claimant does not know or INA.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Validation range set by SESA
        -Can be 0, -1, or -2

(g12)   NAME: Number of Work Search Contacts Investigated for Key Week Eligibility

SHORT NAME: Contacts Inv

DEFINITION: Enter total number of work search contacts investigated by the QC unit, regardless of investigation determination regarding acceptabiity. Do not include here any work-search contacts that were not investigated by QC unit. Enter zero (0) if no job contacts were investigated and enter zeros for G13, G14 and G15. Enter PF3 (same) if G12 is the same as G10. This number cannot exceed the sum of G10 and G11.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Can be 0
      -Must be less than or equal to the sum of G10 plus G11
      -Must equal G13 plus G14 plus G15

(g13)   NAME: Number of Acceptable Work Search Contacts

SHORT NAME: Contacts Acc

DEFINITION: Include only work search contacts for which documentation exists in QC file that such contacts were made by claimant and were acceptable contacts within State's written law/policy on active search for work. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Must be 0 if G12 is 0
      -Must be less than or equal to G12
      -If G13 equals G12, then G14 and G15 must be 0
      -The sum of G13 plus G14 plus G15 must equal G12

(g14)   NAME: Number of Unacceptable Work Search Contacts

SHORT NAME: Contacts Unacc

DEFINITION: Include only job contacts for which written documentation exists in QC file that such contacts were not made at all by claimant or were made but are unacceptable within the framework of State's written law or policy. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Must be 0 if G12 is 0
      -Cannot be greater than G12
      -If G12 and G13 are equal, then G14 and G15 must be 0
      -G12 must be equal to the sum of G13 plus G14 plus G15
      -If G14 and G12 are equal, then G13 and G15 must be 0

(g15)   NAME: Number of Work Search Contacts for KW that Could not be Verified as Either Acceptable or Unacceptable

SHORT NAME: Contacts Unver

DEFINITION: Include here the work search contacts for which there was insufficient information to make a judgment of either acceptable or unacceptable, within the State's written law/policy on work search. This number must be less than or equal to the number in G12. Must be zero (0) if G12 is zero.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -Must be 0 if G12 equals 0
       -Must be 0 if G12 and G13 are equal
       -Cannot be greater than G12
       -If equals G12, then G13 and G14 must be 0
       -The sum of G13 plus G14 plus G15 must equal G12

(h1)   NAME: Key Week Action Code Flag

            SHORT NAME: Action Code Flag

            DEFINITION: Enter code 1, 2, or 3 for a Proper Payment. Enter code 9 for an Improper Payment. When code 9 is entered, the Error Issue (Errisu) Table is retrieved by the system for data entry.

                1 = Correct Payment/Offset
                2 = Overpayment established or WBA, Key Week dependents' allowance (KWDA) entitlement, MBA, or remaining balance (RB) decreased which was later "officially" reversed. QC agrees with the "official" action.
                3 = Supplemental check issued/offset applied, which was later "officially" reversed. QC agrees with the "official" action.
                9 = Improper Payment - Improper payment codes are defined in the Errisu (Error Issue) Table. Data entry of code 9 in this data element field will trigger the errisu table for data input.

            FIELD SIZE: 1 Digit

            TYPE: Smallint

            EDITS: -If 1, 2 or 3, H2 must equal F13
                   -Can be 9
                   -If E10 equals 0, then must be 9

(h2)   NAME: Amount That Claimant Should Have Been Paid

            SHORT NAME: Amt Should Have Been Paid

            DEFINITION: Enter the whole dollar amount that the claimant should have received for the Key Week if the payment had been made correctly. Include all issues regardless of whether they are "technically proper." Only exclude action codes 14, 16, and 23. If H1 is coded 1, 2, or 3 the system will automatically stamp the amount in F13 in this field.

            FIELD SIZE: 3 Digits

            TYPE: Money

            EDITS: -Cannot exceed SESA's MWBA plus dependent allowance
                   -Validation range set by SESA
                   -Must equal F13 if H1 is 1, 2, or 3
                   -Must equal F13, if H5 and H6 equal 0

(h3)   NAME: Total Whole $ Amount of Overpayments (include KW)

SHORT NAME: Total Amt OP

DEFINITION: Enter whole dollar amount of all overpayments, voided offsets, or adjustments (to either the WBA or MBA), including Key Week, OFFICIALLY ESTABLISHED as a result of QC investigation. Include in this figure only overpayments, etc., officially established for weeks claimed or paid. Include EB and FSC programs if applicable. Do not adjust (i.e., net) amount due to the establishment of underpayments. Exclude any prospective savings relating to weeks not claimed and any penalty or interest amount. If an overpayment established as a result of QC investigation is reversed on appeal, this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.

Note: Code only overpayments for this claimant.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Range must be from 0 to 50,000

(h4)   NAME: Total Whole $ Amount of Underpayments (include KW)

SHORT NAME: Total Amt UP

DEFINITION: Enter whole dollar amount of all underpayments, offsets applied, or adjustment (to either WBA or MBA), including Key Week, established as a result of QC investigation. Include in this figure only underpayments, etc., established for weeks actually claimed or paid. Include EB and FSC programs, if applicable. Do not adjust (i.e., net) amount due to establishment of overpayments. Exclude any prospective errors relating to weeks not claimed. If supplemental check was issued or offset applied which was later officially reversed on appeal and QC agrees with the official action (code 03) then this amount must be reduced by the amount involved in the reversal. Include amounts from prior benefit years if applicable.

Note: Code only underpayments for this claimant.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -Range must be from 0 to 50,000

(h5)   NAME: Total Overpayment Amount for the Key Week

SHORT NAME: Total KW OP

DEFINITION: Enter the whole dollar amount of the total overpayment due to overpayment issues. It must not exceed the original amount paid (item F13). Exclude action codes 14 and 16. Determine amount overpaid using the same criteria as for the Annual Report. (Refer to the Annual Report, Volume II, Rate Calculations section.)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Must not exceed F13
        -Cannot exceed the sum dollar amount of ei1 of all issues with action codes 10-13 and
            15, in e12 for this case
        -Must equal F13 if h2 equals 0

(h6)   NAME: Total Underpayment Amount for the Key Week

SHORT NAME: Total KW UP

DEFINITION: Enter the whole dollar amount of the total underpayment due to underpayment issues. Include all underpayment issues regardless of whether they are "technically proper." Exclude action code 23. Determine underpaid amount using the same criteria as for the Annual Report. (Refer to the Annual Report, Volume II, Rate Calculations section.)

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Include all underpayment issues
        -Cannot exceed the sum of the dollar amounts of ei1 of all issues with action code 20,
            21, or 22, ei2 for this case
        -Cannot exceed MWBA plus maximum dependent allowance minus original amount
          paid

(h7)   NAME: Investigation Completed

SHORT NAME: Inv Completed

DEFINITION: Enter code of 1 when case investigating has been completed, i.e., after the investigator has finished all field work, reports, determinations, and coding. Entry of this character will only be allowed if all previous data elements have been coded. It will cause the current system date to be stamped in H8.

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Must be null or 1
        -Can only be set by investigator who was assigned the case (or QCS)
        -All DCI fields must be completed

(h8)   NAME: Investigation Completion Date

SHORT NAME: Inv Complete Date

DEFINITION: The QC software will automatically enter the current date when Investigation Completed (H7) has been coded 1.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -Must be MM/DD/YYYY format
        -Must be greater than or equal to ag1
        -Must be less than or equal to H10

(h9)   NAME: Supervisory Review Completed

                SHORT NAME: Supv Rev Completed

                DEFINITION: Enter code of 1 when QC Manager/QC Supervisor has reviewed and approved
                completed case. Data entry in this field will cause the QC software to enter the current date in
                H10 and the login ID of the user in H11.

                        0 = the completed case has not been reviewed

                When either 1 or 0 is entered the case will be closed. Subsequent adjustments to the case data
                must be made by reopening the case.

                Field size: 1 Digit

                TYPE: Character

                EDITS: -Must be 0, 1, or null
                        -Can only be entered if H7 equals 1

(h10)   NAME: Supervisor Completion Date

                SHORT NAME: Supv Complete Date

                DEFINITION: The QC software will automatically enter the current date when Supervisory
                Review Completed (H9) has been coded 1 or 0.

                FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

                TYPE: Date

                EDITS: -Must be MM/DD/YYYY format
                        -Must be greater than or equal to H8

(h11)   NAME: Supervisor Identification

                SHORT NAME: Supv ID

                DEFINITION: The QC software will automatically enter the login ID of the person performing
                this supervisory function.

                FIELD SIZE: Not to exceed eight (8) characters/digits

                TYPE: Character

EDITS: -Cannot be greater than eight (8) characters/digits

(mdp)   NAME: Master Table Data Pick Up Flag

SHORT NAME: Master Data Pick Up Flag

DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.
FIELD SIZE: 16 Digits

TYPE: Datetime

EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Asigndate

(abatch) NAME: Batch Number

> SHORT NAME: Batch #
>
> DEFINITION: Enter number provided as output from computer program that selects all sample cases - indicates calendar year and week (YYWW).
>
> FIELD SIZE: 4 digits
>
> TYPE: Smallint
>
> EDITS: -YYWW format
> -YY = 00-99, WW = 01-53
> -WW 01 always includes 1st Saturday in January of each year

(aseq)   NAME: Sequence Number

> SHORT NAME: Sequence #
>
> DEFINITION: Entered by the QC software. It identifies the location of the case in the batch.
> FIELD SIZE: 2 Digits
>
> TYPE: Smallint
>
> Edit: -Must be greater than 0

(acatyp) NAME: Case Type

> SHORT NAME: Case Type
>
> DEFINITION: Enter 0 identifying this case as regular Core QC. Another code in this field indicates that the case is for some special purpose or study.
>
> FIELD SIZE: 1 Digit
>
> TYPE: Smallint
>
> EDITS: -Validation range set by SESA

(aidx)   NAME: Assignment Index

> SHORT NAME: Assign Index
>
> DEFINITION: Internal index key assigned to each case by the QC software and used to retrieve the most recent record.
>
> FIELD SIZE: 1 to 5 Digits

TYPE: Smallint

EDITS: -must be greater than zero (0)

(agp5)   NAME: Serial Number

SHORT NAME: Serial #

DEFINITION: The unique number assigned to the case by the QC software.

FIELD SIZE: 5 Digits

TYPE: Integer

EDITS: -must be greater than 0 (zero)
          -cannot be equal to a serial number assigned to any other case

(ag1)   NAME: Assignment Date

SHORT NAME: Assign Date

DEFINITION: Entered by the QC software when the Investigator Identification Code (ag2) is entered.

FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

TYPE: Date

EDITS: -MM/DD/YYYY format
          -Must be less than or equal to H8
          -Set by case assignment/reassignment routine

(ag2)   NAME: Investigator Identification Code

SHORT NAME: Inv Id

DEFINITION: Enter code of investigator or supervisor to whom the case was assigned. The QC Manager/Supervisor assigns these codes. If more than one investigator worked on the case, enter code of investigator who determined whether claimant was correctly or incorrectly paid for Key Week. Data entry in this field will cause the QC software to enter the current date in ag1.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -SESA assigned #'s
          -Must be in staffing file
          -Range 01-98
          -Set by assignment routine
          -Changed only by reassignment routine

(ag3)   NAME: QCS Identification Code

                      SHORT NAME: QCS ID

                      DEFINITION: Enter identification of the supervisor who assigned the case.

                      FIELD SIZE: 2 Digits

                      TYPE: Smallint

                      EDITS: -SESA assigned number
                                 -Range 01 - 98
                                 -Must be in staffing file
                                 -Set by assignment routine
                                 -Changed only by reassignment routine

(ag4)   NAME: Assignment/Reassignment Code

                      SHORT NAME: A/R

                      DEFINITION: Identifies cases as assigned or reassigned to an investigator.

                      FIELD SIZE: 1 digit

                      TYPE: Character

                      EDITS: -Must be 0 or 1

(adp)   NAME: Asigndate Table Data Pick Up Information

                      SHORT NAME: Asigndate Data Pick Up Flag

                      DEFINITION: DateTime field that indicates when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.

                      FIELD SIZE: 16 Digits

                      TYPE: DateTime

                      EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Reopen

(rbatch)   NAME: Batch Number

                SHORT NAME: Batch #

                See Master table

(rseq)   NAME: Sequence Number

                SHORT NAME: Sequence #

                See Master table

(rcatyp)   NAME: Case Type

                SHORT NAME: Case Type

                See Master Table

(ridx)   NAME: Reopen Index

                SHORT NAME: Reopen Index

                DEFINITION: Internal index key entered by the QC software.

                FIELD SIZE: 1 to 5 Digits

                TYPE: Smallint

                EDITS: -must be greater than zero (0)

(rop5)   NAME: Serial Number

                SHORT NAME: Serial #

                DEFINITION: The unique number assigned to the case by the QC software.

                FIELD SIZE: 5 Digits

                TYPE: Integer

                EDITS: -must be greater than 0 (zero)
                        -cannot be equal to a serial number assigned to any other case

(ro1)   NAME: Reopen Case

                SHORT NAME: Reopen Case

DEFINITION: Enter one of the following codes:

  3 = SESA has recognized an error in the data of this closed case and
      has made the correction(s).
  4 = an appeal decision requires changes to the data of a closed case.
  5 = data of a closed case were changed as a result of a monitor
      review.
  6 = case reopened pending further information.

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Valid codes: 3, 4, 5, 6 or null

(ro2)   NAME: Reopen Case Date

               SHORT NAME: Reopen Case Date

               DEFINITION: The current system date entered by the QC software when ro1 is 3, 4, or 5. The system will enter 00/00/0000 when the Reopen Case (ro1) code is 6.

               FIELD SIZE: 10 Digits (Positions 3 and 6 reserved for delimiters)

               TYPE: Date

               EDITS: -Must be MM/DD/YYYY format

(ro3)   NAME: Reopen Case Identification

               SHORT NAME: Reopen ID

               DEFINITION: The login ID of the person performing the reopen function.

               FIELD SIZE: Eight (8) characters/digits

               TYPE: Character

               EDITS: -Cannot be greater than eight (8) characters/digits

(rdp)   NAME: Reopen Table Data Pick Up Flag

               SHORT NAME: Reopen Data Pick Up Flag

               DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.

               FIELD SIZE: 16 Digits

               TYPE: DateTime

               Edit: Format is MM/DD/YYYY hh:mm

Table Name: Errisu

(ebatch) NAME: Batch Number

        SHORT NAME: Batch #

        See Master table

(eseq)   NAME: Sequence Number

        SHORT NAME: Sequence #

        See Master table

(ecatyp) NAME: Case Type

        SHORT NAME: Case Type

        See Master Table

(eidx)   NAME: Error Issue Index

        SHORT NAME: Error Issue Index

        DEFINITION: Internal index key used to identify error issue. This key identifies the number of the error, e.g. third or seventh error. It does not identify the type of error.

        FIELD SIZE: 1 to 5 Digits

        TYPE: Smallint

        EDITS: -must be greater than zero

(eip5)   NAME: Serial Number

        SHORT NAME: Serial #

        DEFINITION: The unique number assigned to the case by the system software. This number is primarily used by the National Office to locate individual cases when assistance is requested by the SESA.

        FIELD SIZE: 5 Digits

        TYPE: Integer

        EDITS: -cannot be equal to a serial number assigned to any other case

(ei1)   NAME: Dollar Amount of Key Week Error

        SHORT NAME: Amt KW Error

DEFINITION: Enter total amount of error for the Key Week only as determined by QC investigation. Round to nearest whole dollar amount.

FIELD SIZE: 3 Digits

TYPE: Money

EDITS: -Cannot exceed SESA Maximum WBA plus dependents allowance
          -Cannot exceed F-13 if ei2 is 10-16
          -If FIPS code does not equal 55 then:
           ei1 must be less than or equal to E-10 plus E-16 if ei2 is 20-23
          -If FIPS code is equal to 55 then:
           ei1 must be less than or equal to E-10 plus E-16 times 2 minus 1

(ei2)   NAME: Key Week Action

               SHORT NAME: KW Action

               DEFINITION: Improper Payment codes in H1 will trigger this table. Valid codes for improper payments are listed below:

               Overpayment Codes:

                    10 =   Fraud Overpayment/Voided Offset.
                    11 =   Nonfraud Recoverable Overpayment/Voided Offset.
                    12 =   Nonfraud Non-recoverable Overpayment or official action taken to adjust future benefits by decreasing WBA, MBA, KWDA or RB.
                    13 =   QC determines payment was too large, although payment "technically" proper due to finality rules.
                    14 =   QC determines payment was too large except where formal warning rules for unacceptable work search efforts prohibit official action. Payment "technically" proper due to law/rules requiring formal warnings for unacceptable work search efforts.
                    15 =   QC determines payment was too large, although payment "technically" proper due to rules other than finality or formal warning rules for unacceptable work search efforts.
                    16 =   Overpayment established or WBA, KWDA, entitlement, MBA, or RB decreased which was later "officially" reversed, revised, adjusted, or modified and QC disagrees with "official" action.

               Underpayment Codes:

                    20 =   Supplemental Check Issued/Offset applied or increase in WBA, KWDA entitlement, MBA, or RB.
                    21 =   QC determines payment was too small, although payment "technically" proper due to finality rules.
                    22 =   QC determines payment was too small, although payment "technically" proper due to rules other than finality.
                    23 =   Supplemental check issued/offset applied which was later "officially" reversed, revised, adjusted, or modified, and QC disagrees with "official" action.

               FIELD SIZE: 2 Digits

               TYPE: Character

EDITS: -Valid codes 10-16 or 20-23
-If 10-16, Ei1 must not exceed F13
-If 20-23, and if FIPS code does not equal 55 then:
 Ei1 must be less than or equal to E10 plus E16
-If 20-23 and FIPS code is equal to 55 then:
 Ei1 must be less than or equal to E10 plus E16 times 2 minus 1

(ei3)   NAME: Error Cause

SHORT NAME: Error Cause

DEFINITION: For each payment error a code is assigned to indicate the cause (reason) of the error. Enter appropriate code from below. The last digit of this code is reserved for SESA use to provide greater detail as to cause of error.

(a) In the Benefit Year, unreported or errors in reporting/recording earnings or days/hours of work affecting the Key Week due to:

100 = Unreported (concealed) earnings or days/hours of work.
110 = Earnings or days/hours of work incorrectly estimated/reported/recorded or deducted.
120 = Errors in reporting or unreported Severance Pay.
130 = Errors in reporting or unreported Vacation Pay.
140 = Errors in reporting or unreported Social Security or Pension Benefits.
150 = Other causes related to reporting or recording of earnings or days/hours of work.

(b) In the Base Period, errors in Reporting/Recording Earnings or Weeks, Days, or Hours of Work affecting the Key Week Due to:

200 = Earnings or weeks/days/hours of work incorrectly estimated/reported/recorded.
210 = One or more base period employers not reported by claimant.
220 = Other causes related to errors in reporting or recording earnings or weeks/days/hours of work for base period.

(c) Separation Issues Due to:

300 = Voluntary Quits
310 = Discharges
320 = Other causes related to separation issues.

(d) Eligibility Issues Due to:

400 = Ability to work
410 = Availability for work
420 = Active work search
430 = Refusal of suitable work
440 = Self-employment
450 = Illegal Alien Status
460 = Job Service Registration
470 = Other causes related to eligibility issues.

(e) Dependents' Allowances Incorrect Due to:

500 = Dependents' information incorrectly reported/recorded or allowance incorrectly calculated.
510 = Other causes related to dependents' allowances.

(f) Other Causes Due to:

600 = Benefits paid during a period of disqualification, even though a stop-pay order was in effect.
610 = Redetermination (at deputy level) or reversal (appeal or higher authority).
620 = Back Pay Award.
630 = All other causes.

FIELD SIZE: 3 Digits

TYPE: Character

EDITS: -Valid codes: 100-159, 200-229, 300-329, 400-479, 500-519, 600-639
        -Cannot be 300-329, 400-479, 600-609, 620-629 if ei2 is 20-23
        -Must be 420 if ei2 equals 14

(ei4)   NAME: Error Responsibility

SHORT NAME: Error Respons

DEFINITION: Enter ALL the appropriate codes that apply. Do not repeat a given code even if more than one was responsible or more than one third party was repsonsible.

1 = Claimant
2 = Employer
3 = Agency
4 = Third Party

FIELD SIZE: 1 - 4 Digits (variable entry)

TYPE: Character

Key: Yes

EDITS: -Can be 1, 2, 3, or 4
        -Variable entry, NO duplicates
        -Cannot contain a 2 if Ei7 equals 70
        -Must contain a 3 if Ei6 equals 30, 40, or 50

(ei5)   NAME: QC Detection Point

SHORT NAME: Detection Pt

DEFINITION: For each payment error enter the code which indicates the point where the error was first detected by the QC investigation. The last digit of this code is reserved for SESA use in providing greater detail.

              10 = Verification of work search contact
              20 = Verification of wages and/or separation
              30 = Claimant Interview
              40 = Verification of eligibility with 3rd Parties
              50 = UI Records
              60 = Job Service/Employment Service Records
              70 = Verification with Union

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-79

(ei6)   NAME: Prior Agency Action

SHORT NAME: Prior Agency Action

DEFINITION: For each payment error a code is assigned which indicates any action(s) taken by the SESA on the Key Week (KW) issue as of the date sample selected. Enter appropriate code from below. The last digit is reserved for SESA use to provide greater detail regarding prior action.

  10 = Official procedures had been followed and forms had been fully completed but KW issue was not detectable by normal procedures.
  20 = SESA was in the process of resolving KW issue prior to sample being selected or SESA had correctly resolved issue between the time the original record for the KW was created and the time the QC sample was selected thereby resulting in the correct action being taken and all issues resolved before the QC investigation was completed.
  30 = SESA identified KW issue prior to KW selection but took incorrect action.
  40 = SESA had sufficient documentation to identify that there was a KW issue but did not resolve the issue.
  50 = Official procedures/forms had not been properly followed/completed by SESA thereby precluding ability to detect KW issue.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-59
         -Cannot equal 30, 40, or 50 if Ei4 does not contain a 3

(ei7)   NAME: Prior Employer Action

SHORT NAME: Prior Emp Action

DEFINITION: For each payment error a code is assigned to indicate action(s) taken by the employer affecting the KW issue as of the date sample was selected. Enter appropriate code from below. The last digit is reserved for State use to provide greater detail regarding employer actions.

 10 = Employer provided adequate information to SESA in a timely manner
       for determination.

20 = Employer provided adequate information after due date for
      determination.
30 = Employer provided inadequate/incorrect information in a timely manner
      for determination.
40 = Employer provided inadequate/incorrect information after due date for
      determination.
50 = Employer did not respond to request for information.
60 = Employer, as an interested party, was not requested by agency to
      provide information for determination.
70 = Not an employer related issue.

FIELD SIZE: 2 Digits

TYPE: Character

EDITS: -Valid codes: 10-79
        -Cannot equal 70 if Ei4 contains a 2

(ei8)   NAME: QC Action Regarding Key Week Appealed

SHORT NAME: QC Action Appealed

DEFINITION: For each payment error enter the appropriate code from below:

1 = No appeal filed against QC determination, or not applicable.
2 = Claimant appealed QC determination, and employer was an interested party.
3 = Claimant appealed QC determination, and employer was not an interested party.
4 = Employer appealed QC determination, and claimant was an interested party.
5 = Both claimant and employer appealed QC determination.
6 = SESA appealed QC determination.

FIELD SIZE: 1 Digit

TYPE: Character

EDITS: -Valid codes: 1 to 6

(edp)   NAME: Errisu Table Data Pick Up Flag

SHORT NAME: Errisu Data Pick Up Flag

DEFINITION: DateTime field that shows when a record was last updated/modified or when a
new record is added to the database. This field will be used by the Database Pick Up routine.

FIELD SIZE: 16 Digits

TYPE: DateTime

EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Eroption (State)

(esbatch)   NAME: Batch Number

                 SHORT NAME: Batch #

                 See Master Table

(esseq)   NAME: Sequence Number

                 SHORT NAME: Sequence #

                 See Master Table

(escatyp)   NAME: Case Type

                 SHORT NAME: Case Type

                 See Master Table

(esidx)   NAME: Error Issue Index

                 SHORT NAME: Err Issue Index

                 DEFINITION: Internal index key used to identify error issue. This key identifies the number of
                 the error, e.g. third or seventh error. It does not identify the type of error.

                 FIELD SIZE: 1 Digit

                 TYPE: Smallint

                 EDITS: -must be greater than zero

Table Name: Stateoption

(sbatch)   NAME: Batch Number

SHORT NAME: Batch #

See Master Table

(sseq)   NAME: Sequence Number

SHORT NAME: Sequence #

See Master Table

(scatyp)   NAME: Case Type

SHORT NAME: Case Type

See Master Table

Table Name: Comparison

(cbatch) NAME: Batch Number

    SHORT NAME: Batch #

    See Master Table

(cidx)   NAME: Comparison Data Index

    SHORT NAME: Comp Index

    DEFINITION: Internal index key used to maintain a record of changes that states make to their Comparison Data. This key identifies the number of revisions states make to the Comparison Data.

    FIELD SIZE: 1 Digit

    TYPE: Smallint

    EDITS: -must be greater than zero

(cm1)   NAME: S_Size

    SHORT NAME: Samp

    DEFINITION: Number of UI weeks in the sample.

    FIELD SIZE: 2 Digits

    TYPE: Smallint

    EDITS: -All numeric greater than 0

(cm2)   NAME: P_Size

    SHORT NAME: Pop

    DEFINITION: Number of UI weeks in the population (sampling frame).

    FIELD SIZE: 6 Digits

    TYPE: Integer

    EDITS: -All numeric greater than 0

(cm3)   NAME: S_Dollar

    SHORT NAME: Samp Dols

    DEFINITION: Amount of UI benefits paid in the sample.

FIELD SIZE: 5 Digits

TYPE: Money

EDITS: -All numeric greater than 0

(cm4)   NAME: P_Dollar

SHORT NAME: Pop Dols

DEFINITION: Amount of UI benefits paid to the population of UI claimants (sampling frame).

FIELD SIZE: 9 Digits

TYPE: Money

EDITS: -All numeric greater than 0

(cm5)   NAME: S_Var

SHORT NAME: Samp Variance

DEFINITION: Variance of the UI dollars paid in the sample. Express with two digits to the right of the decimal point (e.g., 6278.53).

FIELD SIZE: 10 Digits

TYPE: Decimal

EDITS: -All numeric

(cm6)   NAME: P_Var

SHORT NAME: Pop Variance

DEFINITION: Variance of the UI dollars paid in the population. Express with two digits to the right of the decimal point (e.g., 6278.53).

FIELD SIZE: 10 Digits

TYPE: Decimal

EDITS: -All numeric greater than 0

(cm7)   NAME: S_Male

SHORT NAME: Samp Male

DEFINITION: Number of males in the sample.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm8)   NAME: P_Male

SHORT NAME: Pop Male

DEFINITION: Number of males in the population.

FIELD SIZE: 6 Digits

TYPE: Integer

Key: No

EDITS: -All numeric

(cm9)   NAME: S_Female

SHORT NAME: Samp Fem

DEFINITION: Number of females in the sample.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm10)   NAME: P_Female

SHORT NAME: Pop Fem

DEFINITION: Number of females in the population.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm11)   NAME: S_Sex_Miss

SHORT NAME: Samp Sex Miss

DEFINITION: Number of cases in the sample where sex is missing.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm12)   NAME: P_Sex_Miss

SHORT NAME: Pop Sex Miss

DEFINITION: Number of cases in the population where sex is missing.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm13)   NAME: S_White

SHORT NAME: Samp Whites

DEFINITION: Number of whites in the sample.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm14)   NAME: P_White

SHORT NAME: Pop Whites

DEFINITION: Number of whites in the population.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm15)   NAME: S_Non__White

SHORT NAME: Samp Non-whites

DEFINITION: Number of non-whites in the sample.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

Data Elements and Definitions   **Appendix D**

(cm16)   NAME: P_Non_White

SHORT NAME: Pop Non-whites

DEFINITION: Number of non-whites in the population.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm17)   NAME: S_Race_Miss

SHORT NAME: Samp Race Miss

DEFINITION: Number of cases in the sample where race is missing.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm18)   NAME: P_Race_Miss

SHORT NAME: Pop Race Miss

DEFINITION: Number of cases in the population where race is missing.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm19)   NAME: S_Age_Under_25

SHORT NAME: Samp Age < 25

DEFINITION: Number of cases in the sample where age is less than 25.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm20)   NAME: P_Age_Under_25

SHORT NAME: Pop Age < 25

DEFINITION: Number of cases in the population where age is less than 25.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm21)   NAME: S_Age_25_34

SHORT NAME: Samp Age 25-34

DEFINITION: Number of cases in the sample where age is 25 to 34 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm22)   NAME: P_Age_25_34

SHORT NAME: Population Age 25-34

DEFINITION: Number of cases in the population where age is 25 to 34 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm23)   NAME: S_Age_35_44

SHORT NAME: Samp Age 35-44

DEFINITION: Number of cases in the sample where age is 35 to 44 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm24)   NAME: P_Age_35_44

SHORT NAME: Pop Age 35-44

DEFINITION: Number of cases in the population where age is 35 to 44 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm25)   NAME: S_Age_45_64

SHORT NAME: Samp Age 45-64

DEFINITION: Number of cases in the sample where age is 45 to 64 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm26)   NAME: P_Age_45_64

SHORT NAME: Pop Age 45-64

DEFINITION: Number of cases in the population where age is 45 to 64 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm27)   NAME: S_Age_65_Over

SHORT NAME: Samp Age 65+

DEFINITION: Number of cases in the sample where age is 65 and over.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm28)   NAME: P_Age_65_Over

SHORT NAME: Pop Age 65+

DEFINITION: Number of case in the population where age is 65 and over.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm29)   NAME: S_Age_Miss

               SHORT NAME: Samp Age Miss

               DEFINITION: Number of cases in the sample where age is missing.

               FIELD SIZE: 2 Digits

               TYPE: Smallint

               EDITS: -All numeric

(cm30)   NAME: P_Age_Miss

               SHORT NAME: Pop Age Miss

               DEFINITION: Number of cases in the population where age is missing.

               FIELD SIZE: 6 Digits

               TYPE: Integer

               EDITS: -All numeric

(cm31)   NAME: S_Amt_50_Under

               SHORT NAME: Samp Amt <= $50

               DEFINITION: Number of cases in the sample where the UI payment is $50 or less.

               FIELD SIZE: 2 Digits

               TYPE: Smallint

               EDITS: -All numeric

(cm32)   NAME: P_Amt_50_Under

               SHORT NAME: Pop Amt <= $50

               DEFINITION: Number of cases in the population where the UI payment is $50 or less.

               FIELD SIZE: 6 Digits

               TYPE: Integer

               EDITS: -All numeric

(cm33)   NAME: S_Amt_51_100

SHORT NAME: Samp Amt $51-$100

DEFINITION: Number of cases in the sample where the UI payment is $51 to $100 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm34)   NAME: P_Amt_51_100

SHORT NAME: Pop Amt $51-$100

DEFINITION: Number of cases in the population where the UI payment is $51 to $100 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm35)   NAME: S_Amt_101_150

SHORT NAME: Samp Amt $101-$150

DEFINITION: Number of cases in the sample where the UI payment is $101 to $150 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm36)   NAME: P_Amt_101_150

SHORT NAME: Pop Amt $101-$150

DEFINITION: Number of cases in the population where the UI payment is $101 to $150 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm37)   NAME: S_Amt_151_200

SHORT NAME: Samp Amt $151-$200

DEFINITION: Number of cases in the sample where the UI payment is $151 to $200 inclusive.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm38)   NAME: P_Amt_151_200

SHORT NAME: Pop Amt $151-$200

DEFINITION: Number of cases in the population where the UI payment is $151 to $200 inclusive.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm39)   NAME: S_Amt_Over_200

SHORT NAME: Samp Amt $200+

DEFINITION: Number of cases in the sample where the UI payment is $200 or more.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm40)   NAME: P_Amt_Over_200

SHORT NAME: Pop Amt $200+

DEFINITION: Number of cases in the population where the UI payment is $200 or more.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cm41)   NAME: S_Amt_Miss

SHORT NAME: Samp Amt Pd Miss

DEFINITION: Number of cases in the sample where the UI payment amount is missing.

FIELD SIZE: 2 Digits

TYPE: Smallint

EDITS: -All numeric

(cm42)   NAME: P_Amt_Miss

SHORT NAME: Pop Amt Pd Miss

DEFINITION: Number of cases in the population where the UI payment amount is missing.

FIELD SIZE: 6 Digits

TYPE: Integer

EDITS: -All numeric

(cdp)   NAME: Comparison Table Data Pick Up Flag

SHORT NAME: Comparison Data Pick Up Flag

DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.

FIELD SIZE: 16 Digits

TYPE: DateTime

EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Strata

(stbatch)   NAME: Batch Number

SHORT NAME: Batch #

See Master Table

(stseq)   NAME: Sequence Number

SHORT NAME: Sequence #

See Master Table

(stcatyp)   NAME: Case Type

SHORT NAME: Case Type

See Master Table

(stratum)   NAME: Stratum

SHORT NAME: Stratum

DEFINITION: The population subgroup from which the BQC sample is selected (for example, a region within the state).

FIELD SIZE: 2

TYPE: Smallint

EDITS: - Must be greater than 0 (zero)
           - Valid codes: 1 to 20

(sdp)   NAME: Strata Table Data Pick Up Flag

SHORT NAME: Strata Table Data Pick Up Flag

DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to thedatabase. This field will be used by the Database Pick Up routine.

FIELD SIZE: 16 Digits

TYPE: Datetime

EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Weight

(wbatch)   NAME: Batch Number

                  SHORT NAME: Batch #

                  See Master Table

(wstratum)   NAME: Stratum

                  SHORT NAME: Stratum

                  DEFINITION: The population subgroup from which the BQC sample is selected (for example, a region within the state).

                  FIELD SIZE: 2

                  TYPE: Smallint

                  EDITS: - Must be greater than 0 (zero)
                          - Valid codes: 1 to 20

(wsamp_size)   NAME: S_Size

                  SHORT NAME: Samp

                  See Comparison Table

(wpop_size)   NAME: P_Size

                  SHORT NAME: Pop

                  See Comparison Table

(wpop_dollars)   NAME: P_Dollar

                  SHORT NAME: Pop_Dols

                  See Comparison Table

(wdp)   NAME: Weight Table Data Pick Up Flag

                  SHORT NAME: Weight Table Data Pick Up Flag

                  DEFINITION: DateTime field that shows when a record was last updated/modified or when a new record is added to the database. This field will be used by the Database Pick Up routine.

                  FIELD SIZE: 16 Digits

                  TYPE: Datetime

EDITS: Format is MM/DD/YYYY hh:mm

Table Name: Gen

There are a total of 5 gen tables. The tables are named b_gen1, b_gen2, b_gen3, b_gen4, and b_gen5. All gen tables were originally created with 1 field called "state". Since the gen tables are for State use and are modifiable by the State the current field(s) may be different.

Table: b_master

LABEL:	LENGTH/TYPE:	EDIT SPECIFICATION:
mssn	9 digits/Character	- All numeric greater than 0
mkw	10 digits/Date	- In MM/DD/YYYY format
		- Less than current system date
mcatyp	1 digit/Smallint	- Validation range set by SESA
mp4	5 digits/Integer	- Must be more than 0
		- Cannot equal any other mp4
mbatch	4 digits/Smallint	- YYWW format; YY=00-99, MM=01-55
ma1	2 digits/Smallint	- Must be more than 0
ma2	10 digits/Date	- In MM/DD/YYYY format
mseq	2 digits/Smallint	- Must be more than 0
mstate	2 digits/Character	- Postal FIPS code
mlo	4 digits/Character	- Valid SESA LO #
		- Must be in validation table
minv	2 digits/Smallint	- SESA assigned #'s
		- Must be in staffing file
		- Range 01 - 98
		- Set by assignment routine
		- Changed by reassignment routine
b1	2 digits/Character	- Must be 1, 2, 3 or -1
b2	2 digits/Character	- Must be 1, 2, 3 or -1
b3	2 digits/Character	- Must be 00-12, 14-16, 20, or -1
b4	2 digits/Character	- Must be 1, 2, 3, or -1
b5	2 digits/Character	- Must be 0, 11-14, 21-24, -1
b6	3 digits/Character	- Numeric DOT or -1
		- Cannot be 0
b7	3 digits/Character	- Numeric DOT or -1
		- Cannot be 0
b8	5 digits/Monetary	- In XXX.XX format
		- Can be -1
b9	3 digits/Character	- Numeric DOT or -1
		- Cannot be 0
b10	5 digits/Monetary	- In XXX.XX format
		- Can be -1
b11	4 digits/Date	- In YYMM format
		- YY = 00-99
		- MM = 01-12
		- Can be -1
b12	2 digits/Character	- Must be 1, 2 or -1
b13	2 digits/Character	- Must be 1 to 5 or -1

```
c1        1 digit/Character   - Must be 1 to 7
c2        1 digit/Smallint    - Must be 1 or 2
                              - Cannot be 1, if e1 is 1
c3        10 digits/Date      - In MM/DD/YYYY format
                              - Must be earlier then mkw
                              - Must be earlier then c7
                              - Must be earlier then f9
c4        2 digits/Character  - Must be 1 to 5 or -1
c5        4 digits/Character  - Must be 0, 1 to 4 or -1
                              - variable entry (1 to 4)
                              - No duplicates
c6        2 digits/Smallint   - Must be 0 to 9, -1 or -2
                              - If -1, c7 must = '1/1/0001'
                              - If 0 or -2, c7 must = '2/2/0002'
c7        10 digits/Date      - In MM/DD/YYYY format
                              - Must be more than c3
                              - Must equal or be later than mkw
                              - Must = '1/1/0001' if c6 = -1
                              - Must = '2/2/0002' if c6 = 0 or -2
                              - Cannot be '1/1/0001' if c6
                                is more than 0
                              - Cannot be '2/2/0002' if c6
                                is more than 0
c8        2 digits/Smallint   - Must be 00 to 99
                              - Must equal or be more than c9
c9        2 digits/Smallint   - Must = 00 to 99
                              - Must equal or be less than c8

d1        2 digits/Character  - Must be 10 to 69
d2        2 digits/Character  - Must be 10 to 69
d3        10 digits/Date      - In MM/DD/YYYY format
                              - Must equal or be less than mkw
d4        10 digits/Date      - In MM/DD/YYYY format
                              - Must equal or be less than mkw
d5        2 digits/Character  - Must be 1, 2, -1 or -2
d6        2 digits/Character  - Must be 0, 1, 2, -1 or -2
d7        4 digits/Decimal    - In XX.XX format
                              - Can be 0
                              - Can be -1
d8        4 digits/Character  - Valid codes: 01-02, 07-17, 20-67,
                                70, 72-73, 75-76, 78-84, 86-89,
                                91-97, or 99
                              - Can be -1
```

```
e1      2 digits/Smallint   - Validation range set by SESA
                            - Cannot equal 0
                            - Must be more than 1 if c2 = 1
e2      2 digits/Smallint   - Validation range set by SESA
                            - can be 0
                            - If 0, e4 must be 0
                            - If 0, e6, e8, e10 + e12 must = 0
                            - If 0, e14 and e16 = 0 or -2
e3      6 digits/Monetary   - Validation range set by SESA
                            - Cannot equal 0
                            - Must equal or be more than e5
                            - In XXXXXX (whole dollar) format
e4      6 digits/Monetary   - Validation range set by SESA
                            - Must be 0 if e2 is 0
                            - Cannot be 0 if e2 is more than 0
                            - Must equal or be more than e6
                            - In XXXXXX (whole dollar) format
e5      5 digits/Monetary   - Validation range set by SESA
                            - Must equal or be less than e3
                            - Cannot equal to 0
                            - Can be -2
                            - In XXXXX (whole dollar) format
e6      5 digits/Monetary   - Validation range set by SESA
                            - Must equal or be less than e4
                            - Must be 0 if e2 is 0
                            - Cannot be 0 if e4 is more than 0
                            - Can be -2
                            - In XXXXX (whole dollar) format
e7      2 digits/Smallint   - Validation range set by SESA
                            - Can be -2
e8      2 digits/Smallint   - Validation range set by SESA
                            - Must be 0 if e2 equals 0
                            - Cannot be 0 if e2 is more than 0
                            - Can be -2
e9      3 digits/Monetary   - Validation range set by SESA
                            - Cannot be 0
                            - Must equal or be less than e11
                            - e9 + e15 must equal or exceed f13
                            - e9 + e15 must be more than f3
                            - e9 + e15 must be more than f7
                            - e9 + e15 must equal or exceed
                              f13 + f3 + f7
                            - In XXX (whole dollar) format
```

```
e10       3 digits/Monetary    - Validation range set by SESA
                               - Must be 0 if e2 is 0
                               - Must equal or be less than e12
                               - e10 + e16 equal or exceed f4 + f8
                               - In XXX (whole dollar) format
e11       5 digits/Monetary    - Validation range set by SESA
                               - Cannot be 0
                               - Must be more than e19
                               - Must equal or exceed e9
                               - In XXXX (whole dollar) format
e12       5 digits/Monetary    - Validation range set by SESA
                               - Must be 0 if e2 is 0
                               - Must equal or exceed e10
                               - In XXXX (whole dollar) format
e13       2 digits/Smallint    - Validation range set by SESA
                               - Can be 0
                               - Can be -2
                               - Must be 0 if e15 is 0
                               - Must be -2 if e15 is -2
                               - Cannot be 0 if e15 is not 0
e14       2 digits/Smallint    - Validation range set by SESA
                               - Can be -2
                               - Must be 0 or -2 if e2 is 0
                               - Must be 0 if e16 is 0
                               - Must be -2 if e16 is -2
                               - Cannot be -2 if e16 is not -2
                               - Cannot be 0 if e16 is not 0
e15       3 digits/Monetary    - Validation range set by SESA
                               - If msatate does not equal AK,
                                 must be less than e9
                               - Must be 0 if e13 is 0
                               - Cannot be 0 if e13 is more than 0
                               - Must be -2 if e13 is -2
                               - Can be -2
                               - Cannot be -2 if e13 is not -2
                               - In XXX (whole dollar) format
e16       3 digits/Monetary    - Validation range set by SESA
                               - If mstate does not equal AK,
                                 must be less than e10
                                 Must be 0 or -2 if e2 is 0
                               - Must be 0 if e14 is 0
                               - Cannot be 0 if e14 exceeds 0
                               - Must be -2 if e14 is -2
                               - e10 + e16 must equal or exceed
                                 f4+f8
```

```
                                  - Can be -2
                                  - Cannot be -2 if e14 is not -2
                                  - In XXX (whole dollar) format
e17      4 digits/Character       - Valid codes: 01-02, 07-17, 20-67,
                                    70, 72-73, 75-76, 86-89, 91-97 or
                                    99
                                  - Can be -1
e18      1 digit/Character        - Must be 1 or 2
e19      4 digits/Monetary        - Must be less than e11
                                  - Can be 0
                                  - In XXXX (whole dollar) format


f1       3 digits/Monetary        - Can be 0
                                  - If 0, f3 must be 0
                                  - Must equal or exceed f3
                                  - In XXX (whole dollar) format
f2       3 digits/Monetary        - Can be 0
                                  - Must equal or exceed f4
                                  - In XXX (whole dollar) format
f3       3 digits/Monetary        - Must be 0 if f1 is 0
                                  - Must equal or be less than f1
                                  - Must be less than e9 + e15
                                  - If mstate does not equal WI,
                                    f3 + f13 + f7 must equal or be
                                    less than e9 + e15
                                  - If mstate equals WI, f3 + f13
                                    + f7 must equal or be less than
                                    (e9 + e15) * 2 - 1
                                  - In XXX (whole dollar) format
f4       3 digits/Monetary        - Must be 0 if f2 is 0
                                  - Must be equal or be less than f2
                                  - Must be equal or be less than
                                    e10 + e16
                                  - The sum of f4 + f8 must equal or
                                    be less than e10 + e16
                                  - In XXX (whole dollar) format
f5       3 digits/Monetary        - Can be 0
                                  - If 0, f7 must be 0
                                  - Must be equal or exceed f7
                                  - In XXX (whole dollar) format
f6       3 digits/Monetary        - Can be 0
                                  - If 0, f8 must be 0
                                  - Must equal or be more than f8
                                  - In XXX (whole dollar) format
```

```
f7          3 digits/Monetary    - Must be 0 if f5 is 0
                                 - Must equal or be less than f5
                                 - Must be less than e9 + e15
                                 - If mstate does not equal WI,
                                   f13 + f3 + f7 must equal or be
                                   less than e9 + e15
                                 - If mstate equals WI, f13 + f3
                                   + f7 must not exceed (e9 + e15)
                                   * 2 - 1
                                 - Can be 0
                                 - In XXX (whole dollar) format
f8          3 digits/Monetary    - Can be 0
                                 - Must be 0 if f6 is 0
                                 - Must not exceed f6
                                 - Must not exceed e10 + e16
                                 - f4 + f8 must not exceed e10 + e16
                                 - In XXX (whole dollar) format
f9          10 digits/Date       - In MM/DD/YYYY format
                                 - Must equal or be earlier than mkw
                                 - Must be more than c3
                                 - Must equal or be earlier than f10
f10         10 digits/Date       - In MM/DD/YYYY format
                                 - Must be later than or equal to f9
f11         2 digits/Character    - Must be 1, 2, 3, 4, 5 or -1
f12         1 digit/Character     - Must be 1, 2 or 3
f13         3 digits/Monetary    - Cannot equal 0
                                 - If mstate equals WI,
                                  • Must not exceed e9 + e15 * 2 - 1
                                  • f13 + f3 + f7 must not exceed
                                    e9 + e15 * 2 - 1
                                 - If mstate does not equal WI,
                                  • Must not exceed e9 + e15
                                  • f13 + f3 + f7 must not exceed
                                    e9 + e15
                                 - In XXX (whole dollar) format

g1          2 digits/Smallint    - Must be 10 to 59 or -2
                                 - If g10 is -2, g1 cannot be 1
                                 - Cannot equal -2 if ei2 equals 14
                                 - Cannot equal -2 if ei3 equals 420
g2          1 digit/Smallint     - Must be 1 or 2
                                 - If 1, g4 must be -2
                                 - If 2, g4 must be 1 to 6
g3          2 digit/Smallint     - Must be 1, 2, or -1
                                 - If 1, g5 cannot be -2
```

```
g4       2 digit/Smallint    - Must be 1 to 6 or -2
                             - Must be -2 if g2 is 1
                             - Must be 1 to 6 if g2 is 2
g5       2 digits/Smallint   - Validation range set by SESA
                             - Must be -1, -2 or 0
                             - Cannot be -2 if g3 equals 1
g6       2 digits/Smallint   - Must be 1, 2 or -1
                             - If 2, g7 must be -2
                             - If 1, g7 cannot be -2
g7       2 digits/Smallint   - Validation range set by SESA
                             - Must be 0, -2 or -1
                             - Cannot be -2 if g6 is 1
                             - Cannot be -1 if g6 is 2
                             - Must be -2 is g6 is 2
g8       2 digit/Smallint    - Must be 0, 1, 2, 3 or -1
                             - If -1, g9 must be -1
                             - If 0, 2, or 3, g9 must be -2
g9       2 digits/Smallint   - Validation range set by SESA
                             - Must be -1 if g8 is -1
                             - Must be -2 if g8 is 0, 2, or 3
                             - Can be 0 only when g8 is 1
g10      2 digits/Smallint   - Validation range set by SESA
                             - Can be 0, -2 or -1
                             - Cannot be -2 if g1 is 1
g11      2 digits/Smallint   - Validation range set by SESA
                             - Can be 0, -2 or -1
g12      2 digits/Smallint   - Can be 0
                             - Must equal g13 + g14 + g15
g13      2 digits/Smallint   - Must be 0 if g12 is 0
                             - Must be less than or equal g12
                             - If g13 equals g12, then g14 and
                               g15 must be 0
                             - g13 + g14 + g15 must equal g12
g14      2 digits/Smallint   - Must be 0 if g12 is 0
                             - Cannot be more than g12
                             - If g12 and g13 are equal,
                               then g14 and g15 must be 0
                             - g12 equal g13 + g14 + g15
                             - If g14 and g12 are equal,
                               then g13 and g15 must be 0
```

```
g15        2 digits/Smallint    - Must be 0 if g12 equals 0
                                - Must be 0 if g12 + g13 are equal
                                - Cannot be more than g12
                                - If g15 equals g12, then g13 and
                                  g14 must equal 0
                                - g13 + g14 + g15 must equal g12


h1         1 digit/Smallint     - If 1, 2, or 3, h2 must equal f13
                                   and h5 and h6 must equal 0
                                - Can be 9
h2         3 digits/Monetary    - Cannot exceed e10 + e16
                                - Must equal f13 if h1 equals 1, 2,
                                  or 3
                                - Must equal f13 if h5 + h6 equal 0
                                - In XXX (whole dollar) format
h3         5 digits/Monetary    - Range must be from 0 to 50,000
                                - In XXXXX (whole dollar) format
h4         5 digits/Monetary    - Range must be from 0 to 50,000
                                - In XXXXX (whole dollar) format
h5         3 digits/Monetary    - Must not exceed f13
                                - Must equal f13 if h2 equals 0
                                - Must be less than or equal to the
                                  summation of ei1 for all issues
                                  if ei2 is 10, 11, 12, 13, or 15
                                - Excludes codes 14 and 16
                                - Includes all overpayment issues
                                - In XXX (whole dollar) format
h6         3 digits/Monetary    - Must be less than or equal to the
                                  summation of ei1 for all error
                                  issues if ei2 is 20, 21, or 22
                                - Cannot exceed e10 + e16 - f13
                                - Excludes action code 23
                                - Includes all underpayment issues
h7         1 digit/Character    - Must be null or 1
                                - Can only be set by investigator
                                  who was assigned the case (or
                                  QCS/QCM)
                                - All DCI fields must be filled
h8         10 digits/Date       - In MM/DD/YYYY format
                                - Must be greater than or equal to
                                  ag1
                                - Must be less than or equal to h10
h9         1 digit/Character    - Must be 0, 1 or null
                                - Entered only when h7 equals 1
```

```
h10        10 digits/Date       - In MM/DD/YYYY format
                                - Must be greater than or equal to
                                  h8
h11        8 digits/Character   - Cannot be more than 8 characters
```

Table: b_asigndate

```
LABEL:     LENGTH/TYPE:         EDIT SPECIFICATION:

abatch     4 digits/Smallint    - In YYWW format
                                - YY = 00-99, WW = 01-53

aseq       2 digits/Smallint    - Must be more than 0

acatyp     1 digit/Smallint     - Validation range set by SESA
                                - Must be 0 for Core QC cases

aidx       5 digits/Smallint    - Must be more than 0

agp5       5 digits/Integer     - Must be more than 0
                                - Cannot equal any other case's
                                  agp5

ag1        10 digits/Date       - In MM/DD/YYYY format, set by
                                  case assignment or reassignment
                                  routine
                                - Must be less than or equal to h8

ag2        2 digits/Smallint    - SESA assigned numbers
                                - Must be in staffing file
                                - Range 01 - 98
                                - Set by assignment routine
                                - Changed only by reassignment
                                  routine

ag3        2 digits/Smallint    - SESA assigned numbers
                                - Must be in staffing file
                                - Range 01 - 98
                                - Set by assignment routine
                                - Changed only by reassignment
                                  routine

ag4        1 digit/Character    - Must be 0 or 1
```

Table: b_reopen

LABEL:	LENGTH/TYPE:	EDIT SPECIFICATION:
rbatch	4 digits/Smallint	- In YYWW format - YY = 00-99, WW = 01-53
rseq	2 digits/Smallint	- Must be more than 0
rcatyp	1 digit/Smallint	- Validation range set by SESA
ridx	5 digits/Smallint	- Must be more than 0
rop5	5 digits/Integer	- Must be more than 0 - Cannot be equal to a serial number assigned to any other case
ro1	1 digit/Character	- Valid codes: 3, 4, 5 or 6 or null
ro2	10 digits/Date	- In MM/DD/YYYY format
ro3	8 digits/Character	- Cannot be more than 8 characters

Table: b_errisu

LABEL: LENGTH/TYPE: EDIT SPECIFICATION:

ebatch   4 digits/Smallint   - In YYWW format
                                  - YY = 00-99, WW = 01-53
eseq   2 digits/Smallint   - Must be more than 0
ecatyp   1 digit/Smallint   - Validation range set by SESA
eidx   1 digit/Smallint   - Must be more than 0
eip5   5 digits/Integer   - Must be more than 0
                                  - Cannot be equal to a serial
                                    number assigned to any other
                                    case
ei1   3 digits/Monetary   - Cannot exceed e10 + e16
                                  - Cannot exceed f13 if ei2 is 10-16
                                  - If mstate does not equal WI,
                                    ei1 cannot exceed e10 + e16 if
                                    ei2 is 20-23
                                  - If mstate equals to WI, ei1
                                    cannot exceed (e10 + e16) * 2 - 1
                                  - Must exceed 0 if ei2 is 10-16 or
                                    20-23
                                  - Must be greater than or equal to
                                    h5 if ei2 is 10, 11, 12, 13, or
                                    15
                                  - Must be greater than or equal to
                                    h6 if ei2 is 20, 21, or 22
                                  - In XXX (whole dollar) format
ei2   2 digits/Character   - Valid codes: 10-16 or 20-23
                                  - If 10-16, ei1 cannot exceed f13
                                  - If 20-23 and mstate does not
                                    equal WI, ei1 must be less than
                                    or equal to e10 + e16
                                  - If 20-23 and mstate equals WI,
                                    ei1 must be less than or equal to
                                    (e10 + e16) * 2 - 1
                                  - Cannot equal 14 if g1 equals -2
ei3   3 digits/Character   - Valid codes: 100-159, 200-229,
                                    300-329, 400-469, 500-519,
                                600-639
                                  - Cannot be 300-329, 400-469,
                                    600-609, 620-629 if ei2 equals
                                    20-23
                                  - Must be 420 if ei2 equals 14
                                  - Cannot equal 420 if g1 equals -2

```
ei4          4 digits/Character    - Can be 1, 2, 3, or 4
                                   - Variable entry, NO duplicates
                                   - Cannot contain 2 if ei7 is 70
                                   - Must contain 3 if ei6 is 30, 40,
                                     or 50
ei5          2 digits/Character    - Valid codes: 10-79
ei6          2 digits/Character    - Valid codes: 10-59
ei7          2 digits/Character    - Valid codes: 1-79
ei8          1 digit/Character     - Valid codes: 1-6
```

Table: b_eroption (State Defined)

```
LABEL:       LENGTH/TYPE:          EDIT SPECIFICATION:

esbatch      4 digits/Smallint     - YYWW format; YY=00-99, WW=01-53
esseq        2 digits/Smallint     - Must be more than 0
escatyp      1 digit/Smallint      - Validation range set by SESA
esidx        1 digit/Smallint      - Must be more than 0
```

Table: b_stateoption (State Defined)

```
LABEL:       LENGTH/TYPE:          EDIT SPECIFICATION:

sbatch       4 digits/Smallint     - YYWW format; YY=00-99, WW=01-53
sseq         2 digits/Smallint     - Must be more than 0
scatyp       1 digit/Smallint      - Validation range set by SESA
```

Table: b_batch

```
LABEL:          LENGTH/TYPE:          EDIT SPECIFICATION:

batch           4 digits/Smallint     - YYWW; YY=00-99, WW=01-53
random_number   6 digits/Decimal      - Format is 0.XXXXXX
start_date      10 digits/Date        - MMDDYY
end_date        10 digits/Date        - MMDDYY
```

Table: b_comparison

```
LABEL:        LENGTH/TYPE:              EDIT SPECIFICATION:

cbatch     4 digits / Smallint      - Must be more than 0
cidx       1 digit / Smallint       - Must be more than 0
cm1        2 digits / Smallint      - Must be more than 0
cm2        6 digits / Integer       - Must be more than 0
cm3        5 digits / Monetary      - Must be more than 0
cm4        9 digits / Monetary      - Must be more than 0
cm5       10 digits / Decimal       - Format is XXXXXXX.XX
                                    - Must be more than 0
cm6       10 digits / Decimal       - Format is XXXXXXX.XX
                                    - Must be more than 0
cm7        2 digits / Smallint      - All numeric
cm8        6 digits / Integer       - All numeric
cm9        2 digits / Smallint      - All numeric
cm10       6 digits / Integer       - All numeric
cm11       2 digits / Smallint      - All numeric
cm12       6 digits / Integer       - All numeric
cm13       2 digits / Smallint      - All numeric
cm14       6 digits / Integer       - All numeric
cm15       2 digits / Smallint      - All numeric
cm16       6 digits / Integer       - All numeric
cm17       2 digits / Smallint      - All numeric
cm18       6 digits / Integer       - All numeric
cm19       2 digits / Smallint      - All numeric
cm20       6 digits / Integer       - All numeric
cm21       2 digits / Smallint      - All numeric
cm22       6 digits / Integer       - All numeric
cm23       2 digits / Smallint      - All numeric
cm24       6 digits / Integer       - All numeric
cm25       2 digits / Smallint      - All numeric
cm26       6 digits / Integer       - All numeric
cm27       2 digits / Smallint      - All numeric
cm28       6 digits / Integer       - All numeric
cm29       2 digits / Smallint      - All numeric
cm30       6 digits / Integer       - All numeric
cm31       2 digits / Smallint      - All numeric
cm32       6 digits / Integer       - All numeric
cm33       2 digits / Smallint      - All numeric
cm34       6 digits / Integer       - All numeric
cm35       2 digits / Smallint      - All numeric
cm36       6 digits / Integer       - All numeric
cm37       2 digits / Smallint      - All numeric
```

```
cm38       6 digits / Integer       - All numeric
cm39       2 digits / Smallint      - All numeric
cm40       6 digits / Integer       - All numeric
cm41       2 digits / Smallint      - All numeric
cm42       6 digits / Integer       - All numeric
```

CASE REVIEW REPORT MESSAGES

The following messages are warnings **only.** They are not intended to indicate that there is definitely a coding error. Please verify that the coding elements indicated are correct. If the coding element <u>is not correct</u>, please make the corrections. If a message asks you to address an item in your Summary of Investigation, please do so if you have not already done so. THANK YOU!

croe1   **Condition:**   Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10).

                Message: Warning - Normal Hourly Wage (b8) is less than Lowest Acceptable Hourly Wage (b10). If this is correct, have you addressed this?

croe2   **Condition:**   Base Period Wages After (e4) equals 0 and there is no entry in Error Cause (ei3) of 2** or 45*.

                Message: Warning - Base Period Wages After (e4) equals zero and there is no 200 (base period error) or 450 (Illegal Alien Status error) series entry in Error Cause (ei3).

croe3   **Condition:**   Weekly Benefit Amount Before (e9) and Weekly Benefit Amount After (e10) are not equal and the case is coded as a proper payment.

                Message: Warning - Weekly Benefit Amount Before (e9) is not equal to Weekly Benefit Amount After (e10) and the case is coded as a proper payment.

croe4   **Condition:**   Dependents' Allowance Before (e15) and Dependents' Allowance After (e16) are not equal and the case is coded as a proper payment.

                Message: Warning - Dependent's Allowance Before (e15) and Dependent's Allowance After (e16) are not equal and the case is coded as a proper payment.

croe5   **Condition:**   Earnings Deduction Before (f3) is not
           equal to Earnings Deduction After (f4) and there is no
           Error Cause (ei3) equal to 1**.

           Message: Warning - Earnings Deduction Before (f3) is
           not equal to Earnings Deduction After (f4) and Error
           Cause (ei3) is not coded in the 100 series (benefit
           year earnings).

croe6   **Condition:**   Key Week Action (ei2) equals 10, fraud
           overpayment/voided offset, and Error Responsibility
           (ei4) does not contain a 1 for claimant responsibility.

           Message: Warning - Key Week Action (ei2) equals 10,
           fraud overpayment/voided offset and Error
           Responsibility (ei4) does not contain a 1 for claimant
           error responsibility.

croe7   **Condition:**   The Key Week (mkw) is not equal to a
           Saturday.

           Message: Warning - Key Week (mkw) is not a Saturday
           date.

croe8   **Condition:**   Primary Method by Which Claimant QC
           Information Obtained (b1) is equal to 1, 2, or 3 and
           one or more "b" elements are equal to -1, MISSING.

           Message: Warning - Primary Method by Which Claimant QC
           Information Obtained (b1) is equal to 1, 2, or 3 and
           one or more "b" elements are equal to -1, MISSING.
           Have you addressed this?

croe9   **Condition:**   Key Week (mkw) minus Birth Date (b11) is
           less than 12.

           Message: Warning - Data indicates claimant is younger
           than 12. Please check the Key Week Ending Date (mkw)
           and the birth date (b11) fields for accuracy.

croe10   **Condition:**   Reason for Separation Before (d1) equals
           6* and Recall Status Before (d5) does not equal -2,
           N/A.

           Message: Warning - Reason for Separation Before (d1)
           equals 60 series (echo value) and Recall Status Before
           (d5) does not equal -2, N/A.

croe11   **Condition:**   Reason for Separation After (d2) equals
           6* series and Recall Status After (d6) does not equal -
           2, N/A.

           Message: Warning - Reason for Separation After (d2)
           equals 60 series (echo value) and Recall Status After
           (d6) does not equal -2, N/A.

croe12   **Condition:**   Reason for Separation Before (d1) equals
           6* series and Date of Separation Before (d3) does not
           equal the range of the Key Week (mkw) through the Key
           Week minus 6.

           Message: Warning - Reason for Separation Before (d1)
           equals 60 series (echo value) and Date of Separation
           Before (d3) did not occur during the Key Week.

croe13   **Condition:**   Reason for Separation After (d2) equals
           6* series and Date of Separation After (d4) does not
           equal the range of the Key Week (mkw) through the Key
           Week minus 6.

           Message: Warning - Reason for Separation After (d2)
           equals 60 series (echo value) and Date of Separation
           After (d4) did not occur during the Key Week.

croe14   **Condition:**   Reason for Separation Before (d1) equals
           6* and Key Week Earnings Before (f1) is equal to zero.

           Message: Warning - Reason for Separation Before (d1)
           equals 60 series (echo value) and Key Week Earnings
           Before (f1) is equal to zero.

croe15   **Condition:**   Reason for Separation After (d2) equals
            6* series and Key Week Earnings After (f2) is equal to
            zero.

            Message: Warning - Reason for Separation After (d2)
            equals 60 series (echo value) and Key Week Earnings
            After (f2) is equal to zero.

croe16   **Condition:**   Date of Separation Before (d3) is within
            the range of the Key Week Ending Date (mkw) through mkw
            -6 and the Key Week Earnings Before (f1) is equal to 0.

            Message: Warning - Date of Separation Before (d3)
            occurred during the Key Week (mkw) and there are no
            earnings in Key Week Earnings Before (f1).

croe17   **Condition:**   Date of Separation After (d4) is within
            the range of the Key Week Ending Date (mkw) through mkw
            -6 and Key Week Earnings After (f2) is equal to 0.

            Message: Warning - Date of Separation After (d4)
            occurred during the Key Week and there are no earnings
            in Key Week Earnings After (f2).

croe18   **Condition:**   Weekly Benefit Amount Before (e9) is not
            equal to Weekly Benefit Amount After (e10) and High
            Quarter Wages Before (e5) is not equal to PF2 (N/A) and
            High Quarter Wages Before (e5) is equal to High Quarter
            Wages After (e6).

            Message: Warning - Weekly Benefit Amount Before (e9)
            is not equal to Weekly Benefit Amount After (e10), but
            High Quarter Wages Before (e5) is equal to High Quarter
            Wages After (e6).

croe19   **Condition:**   Error Cause (ei3) is 2**, base period
            earnings, and Error Responsibility (ei4) does not
            contain a 2, employer.

            Message: Warning - Error Cause (ei3) equals 200 series
            (echo value), base period earnings and Error
            Responsibility (ei4) does not contain a 2 for employer
            error responsibility.

croe20   **Condition:**   Key Week Action (ei2) is equal to 12,
          13, 14, or 15 (and there is no 10 or 11) and Total
          Whole Dollar Amount of Overpayments (h3) is greater
          than 0.

          Message: Warning - Key Week Action (ei2) is equal to
          12, 13, 14, or 15 (and there is no 10 or 11) and Total
          Whole Dollar Amount of Overpayments (h3) is greater
          than zero.

croe21   **Condition:**   Key Week Action (ei2) is equal to 14.
          (Would be used only in states that do not have a formal
          warning policy.)

          Message: Warning - Key Week Action (ei2) is equal to
          14, Payment Technically Proper Due to Formal Warning
          Rule. We do not have a formal warning policy. Please
          correct.

croe22   **Condition:**   Recall Status Before (d5) equals 1 ,
          definite recall, Work Search Required (g1) is not equal
          to 4, job service deferral or Reason Job Service
          Deferred (g4) is not equal to 2, job attached. (Only if
          states can select to skip edits, primarily because of a
          variance in the coding of g1.)

          Message: Warning - Recall Status Before (d5) equals 1,
          Definite Recall, but Work Search Required (g1) is not
          equal to 4, Job Service Deferral and Reason Job Service
          Deferred (g4) is not equal to 2, Job Attached. Is this
          correct?

croe23   **Condition:**   Other Income Deductions for the Key Week
          Before Investigation (f7) and Other Income Deductions
          for the Key Week After Investigation (f8) are not equal
          and there is no Error Cause equal to 100 series,
          benefit year earnings.

          Message: Warning - Other Income Deductions for the Key
          Week Before Investigation (f7) is not equal to Other
          Income Deductions for the Key Week After Investigation
          (f8) and there is no 100 series (benefit year earnings)
          entry Error Cause (ei3).

croe24   **Condition:**   Registration Required for the KW (g2)
           equals 1, Actively/Currently Registered as of KW (g3)
           equals 2, and there is no entry in the 4** series.

           Message: Registration Required for the KW (g2) equals
           1, but Actively/Currently Registered as of KW (g3)
           equals 2 for <u>no</u>, and there is no 400 series error. Is
           this correct?

croe25   **Condition:**   If QC Detection Point (ei5) equals 70,
           then Union Referral Status (g8) cannot equal 0 or-1,
           MISSING.

           Message: QC Detection Point (ei5) equals 70 and Union
           Referral Status (g8) equals 0 or -1, MISSING (echo
           value). Is this correct?

croe26   **Condition:**   If QC Detection Point (ei5) equals 30,
           then Primary Method Which Claimant Info Obtained (b1)
           cannot equal -1, MISSING.

           Message: QC Detection Point equals 30 and Primary
           Method Which Claimant Info Obtained equals-1, MISSING.
           Is this correct?

croe27   **Condition:**   If Error Responsibility (ei4) contains a
           2 and Prior Employer Action (ei7) equals 10, there
           should be a warning message.

           Message: Warning - Error Responsibility (ei4) contains
           2 and Prior Employer Action (ei7) equals 10. Please
           check this.

croe28   **Condition:**   If Work Search Requirements (g1) equals
           3, then Union Referral Status (g8) should equal 1, 2,
           or -1, MISSING.

           Message: Warning - Work Search Requirements (g1)
           equals 3, however, Union Referral Status (g8) is not
           equal to 1, 2, or -1, MISSING. Is this correct?

croe29   **Condition:**   If Reason for Separation Before
Investigation (d1) has a value in the 2* or 3* series,
then Recall Status Before (d5) must be 0.

Message: Reason for Separation Before Investigation
(d1) has a 20 or 30 series code (echo value), but
Recall Status Before Investigation (d5) is not equal to
0. Is this correct?

croe30   **Condition:**   If Reason for Separation After
Investigation (d2) has a value in the 2* or 3* series,
then Recall Status After Investigation (d6) must be 0.
Message: Reason for Separation After Investigation
(d2) has a 20 or 30 series code (echo value), but
Recall Status After Investigation (d6) is not coded 0.
Is this correct?

croe31   **Condition:**   If Prior Agency Action (ei6) equals 1*,
then Error Responsibility (ei4) cannot equal 3.

Message: Prior Agency Action (ei6) has a 10 series
code, but Error Responsibility (ei4) contains a 3. Is
this correct?

croe32   **Condition:**   If Key Week Action (ei2) is 10 or 11,
official action overpayments, then Total Whole Dollar
Amount of Overpayments including KW (h3) cannot equal
0.

Message: Key Week Action (ei2) is coded 10 or 11 (echo
value), but Total Whole Dollar Amount of Overpayments
including KW (h3) is equal to 0. Is this correct?

croe33   **Condition:**   If Weekly Benefit Amount Before (e9)
does not equal Weekly Benefit Amount After (e10) and
Number of Base Period Employers Before (e1) is less
than the Number of Base Period Employers After (e2),
then Error Cause (ei3) must include the 2** series.

Message: An additional Base Period Employer was
discovered and a change in the Weekly Benefit Amount
has occurred, but there is no entry in the Error Cause
(ei3) of series 200, (base period errors).

croe34   **Condition:**   The Total Whole $ Amount of Overpayments
(include KW) (h3) is greater than the Maximum Benefit
Amount (MBA) Before Investigation (e11).

Message: The Total Whole $ Amount of Overpayments
(include KW) (h3) is greater than the Maximum Benefit
Amount (MBA) Before Investigation (e11)). Is this
correct?

croe35   **Condition:**   The Total Whole $ Amount of
Underpayments (include KW) (h4) is greater than the
Maximum Benefit Amount (MBA) Before Investigation
(e11).

Message: The Total Whole $ Amount of Underpayments
(include KW) (h4) is greater than the Maximum Benefit
Amount (MBA) Before Investigation (e11). Is this
correct?

croe36   **Condition:**   The Total Whole $ Amount of Overpayments
(include KW) (h3) is greater than the quotient of the
Maximum Benefit Amount (MBA) Before Investigation (e11)
divided by the Weekly Benefit Amount (WBA) Before
Investigation (e9) times the Dependents' Allowance
Before Investigation (e15) plus the Maximum Benefit
Amount (MBA) Before Investigation (e11).

Message: The Total Whole $ Amount of Overpayments
(include KW) (h3) is greater than the Maximum Benefit
Amount (MBA) Before Investigation (e11) plus the
Dependents' Allowance Before Investigation (e15). Is
this correct?

croe37   **Condition:**   The Total Whole $ Amount of
Underpayments (include KW) (h4) is greater than the
quotient of the Maximum Benefit Amount (MBA) Before
Investigation (e11) divided by the Weekly Benefit
Amount (WBA) Before Investigation (e9) times the
Dependents' Allowance Before Investigation (e15) plus
the Maximum Benefit Amount (MBA) Before Investigation
(e11).

Message: The Total Whole $ Amount of Underpayments (include KW) (h4) is greater than the Maximum Benefit Amount (MBA) Before Investigation (e11) plus the Dependents' Allowance Before Investigation (e15). Is this correct?

croe38   **Condition:**   If the Total Overpayment for the Key Week (h5) is greater than zero (0) and the Total Underpayment Amount is greater than zero (0), then the **maximum** Amount That Claimant Should Have Been Paid (h2) must be less than or equal to the Original Amount Paid and/or Offset for Key Week (f13) plus the Total Underpayment Amount for the Key Week (h6) and the **minumum** Amount That the Claimant Should have Been Paid for the Key Week (h2) must be greater than or equal to the Original Amount Paid and/or Offset for the Key Week (f13) minus the Total Overpayment for the Key Week (h5).

Message: For a case with an OP and an UP, the Amount that the Claimant Should Have Been Paid (h2) should be >= (f13 minus h5) and <= (f13 plus h6).

croe39   **Condition:**   If Key Week Action (ei2) is 10, Fraud Overpayment/Voided Offset, then the Amount Claimant Should Have Been Paid (h2) must be equal to zero (0) and Total Overpayment for the Key Week (h5) must be equal to the Original Amount Paid and/or Offset for the Key Week (f13).

Message: This case has multiple overpayments and multiple underpayments. If ei2 equals 10, fraud, then the amount claimant should have been paid (h2) must equal 0.

croe40   **Condition:**   The Total Overpayment for the Key Week (h5) is less than the sum of the amounts coded in Dollar Amount of Key Week Error (ei1) for key action codes 10, 11, 12, 13, and 15.

Message: Warning - The amount coded in The Total Overpayment for the Key Week (h5) is less than the total amounts coded in the Dollar Amount of Key Week Error (ei1) for key week action codes 10, 11, 12, 13, and 15.

Appendix F   Pick Utility

Introduction. The pick program is a utility software which displays
all the selection items passed as command line arguments on the
item window and allows the user to select desired items as well
as edit them after they are selected and displayed in the pick
window. Warning messages appear when an unexpected entry occurs.
The choices are printed on the monitor screen (if not redirected
elsewhere). A user can execute the program from the command
line.

Program Description. There are five open windows in the pick program:
item window, pick window, message window, help window, and
warning window. as the program is executed, all the selection
items passed to the program are displayed in the item window with
a pointer indicating the first item. The user can move the
pointer up and down by using the arrow keys on the keyboard. The
user select the indicated item by pressing **Return**. Items
selected are displayed in the pick window. After choosing all
the items desired, the user must hit **Ctrl-[** to save the items
picked. Also **Ctrl-c** can be used to go up one level; **Ctrl-g** can
be used to abort the program; **Ctrl-w** can be used to bring help
information.

User Syntax. The following statement at the command line calls
        the pick program.

pick [-rt] [-m ddd] [-f {file|-}] [-h "header"] [-i "id"] arg1...
     r   = allow redundant items
     t   = separate the selected with **Tab**
     m ddd   = allow a maximum of ddd items to be selected
     f file   = the list of items is extracted from the first
                  column of the file. The file should be in
                  prelude format. If the file name is '-',
                  standard input is used.
     h header   = print the header message on the screen between
                  two dashed lines.
     i id   = print the screen identifier on the screen in the
                  upper, left corner.
     arg1...   = use for the list of items if -f option is not
                  used

Example.   If "b_rc3a" is passed to the Pick utility as the screen
        identifier, "Local Offices" as the header, the local office

numbers 0001 to 0005 as items, this screen appears.

```
 b_rc3a
 ----------------------------------------------------------------
                           Local Offices
 ----------------------------------------------------------------

      0001
      0002                      _____
 ->   0003                     | No. of selected items:  2 |
      0004                     |---------------------------|
      0005                     | 0001                      |
                              | 0002                      |
                              |                           |
                              |                           |
                              |_____|


 <Ctrl-w> Help          <Ctrl-g> GotoMenu          <Ctrl-c> Cancel
 <Ctrl-[> Accept
```
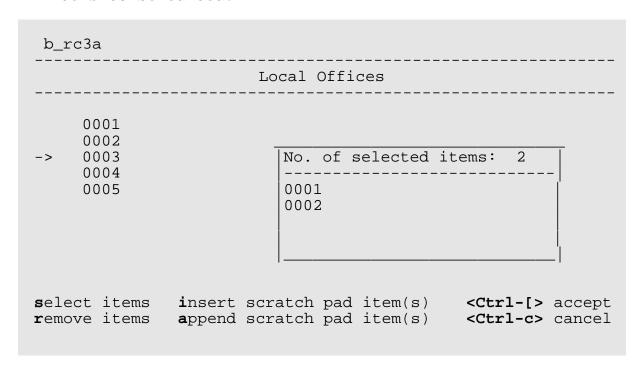
The screen identifier "b_rc3a" appears in the upper, left
corner, the header "Local Offices" on the third line between
two dashed lines and the local office numbers from 0001 to
0005 as items on the left side of the screen. The symbol "-
>" points to an item.

To select an item, move the pointer using the arrow keys
opposite the item, and then press **Return** or **Enter**. The item
picked appears in the box on the right of the screen. When
finished, use **Ctrl-[** to run the pick utility. If you want
to change your selected items, invoke the edit mode.

Edit Mode.   You may edit selected items by entering the edit
mode. The edit mode is invoked by pressing the letter **e** on
the keyboard. Of course, at least one item must have been

selected before the edit mode can be invoked. When edit
mode is entered a list of commands appears at the bottom of
the screen and the cursor moves to the box containing the
items to be edited.

```
 b_rc3a
-----------------------------------------------------------------
                          Local Offices
-----------------------------------------------------------------

       0001
       0002                   _____
->     0003                   |No. of selected items:  2       |
       0004                   |------------------------------- |
       0005                   |0001                            |
                              |0002                            |
                              |                                |
                              |                                |
                              |                                |
                              |_____|


 select items    insert scratch pad item(s)      <Ctrl-[> accept
 remove items    append scratch pad item(s)      <Ctrl-c> cancel
```

Items that may be edited appear in the box at the right. To
remove an item you have already selected, first press the
letter **s** and use the arrow keys to point to the item or
items to be removed. These items will be highlighted.
Press the letter **r** to remove the items from the screen. Be
aware that these items are NOT ERASED and gone forever, but
are temporarily stored in a buffer. Thus if you should want
to retrieve the items, press either **i** to insert or **a** to
append the items back to the box. You can repeat this
process as often as you want. To return to the pick mode,
press the letter **p**. The cursor moves to the list of items
on the left. Now you can continue to pick more items if you
wish. Press **Ctrl-[** to run the pick utility.